

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**

2. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Legal Counsel – Pending Litigation - Government Code section 54956.9(d)(1): 1 case  
- SBCCDTA vs. SBCCD, PERB Case No. LA-CE-6046-E

3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

This is an opportunity for members of the public to address the Board concerning closed session items.

4. **CONVENE CLOSED SESSION**

5. **RECONVENE PUBLIC MEETING**

6. **REPORT OF ACTION IN CLOSED SESSION (if any)**

7. **REPORTS**

Under Section 54954.2(a)(2) of the Brown Act, trustees are permitted to make a brief announcement or to make a brief report on his or her own activities. Reports from all groups are intended to be non-controversial and used for reporting on conferences, meetings, and other activities related to District business. No action will be taken.

- a. Board Members
  - i. Oral Reports from Members of the Board Ad Hoc Committees
- b. Student Trustees
- c. Chancellor
- d. SBVC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- e. CHC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- f. CSEA
- g. CTA

**8. APPROVAL OF MINUTES**

- a. June 2, 2016 (p.5)
- b. June 9, 2016 (p.7)
- c. June 28, 2016 (p.19)

**9. PUBLIC COMMENTS ON AGENDA ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

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**10. CONSENT AGENDA**

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

**a. INSTRUCTIONAL/STUDENT SERVICES**

- i. Consideration for Approval of Advisory Committees – CHC (p.20)
- ii. Consideration for Approval of Advisory Committees – SBVC (p.25)
- iii. Consideration of Approval of Curriculum – CHC (p.39)
- iv. Consideration of Approval of Curriculum – SBVC (p.41)
- v. Consideration of Approval of Designated Representative (p.46)

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Employee Resignation (p.47)
- ii. Consideration of Approval of Adjunct and Substitute Academic Employees (p.48)
- iii. Consideration of Approval of Appointment of District Employees (p.57)
- iv. Consideration of Approval of Bilingual Stipends for Designated Classified Employees (p.59)
- v. Consideration of Approval of District Volunteers (p.61)
- vi. Consideration of Approval of Employee Promotion (p.64)
- vii. Consideration of Approval of Employment Rescission (p.65)
- viii. Consideration of Approval of Faculty Department Chair Stipends (p.66)
- ix. Consideration of Approval of Interim Management Appointments (p.68)
- x. Consideration of Approval of Management Tuition Reimbursement (p.69)
- xi. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.70)
- xii. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p.82)
- xiii. Consideration of Approval of Retreat Rights for Management Employee (p.94)
- xiv. Consideration of Approval of Temporary Academic Employee (p.95)

c. **BUSINESS & FISCAL SERVICES**

- i. Consideration of Approval of 2016-2019 SBCCD Enrollment Management Plan (p.97)
- ii. Consideration of Approval of City of Grand Terrace Agreement for Taxing Entity Compensation (p.129)
- iii. Consideration of Approval of Professional Services Contracts-Agreements (p.152)
- iv. Consideration of Approval of Purchase Order Report (p.155)
- v. Consideration of Approval of Revised Authorized Signature List (p.158)
- vi. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding (p.161)
- vii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p.202)
- viii. Consideration of Approval of Vacation Payout (p.205)
- ix. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p.206)
- x. Consideration of Approval to Adopt a Resolution to Appropriate Funds (p.209)
- xi. Consideration of Approval of Individual Memberships (p.212)
- xii. Consideration to Approve Conference Attendance (p.215)
- xiii. Consideration to Approve District & College Expenses (p.229)

d. **FACILITIES**

- i. Consideration of Approval of 2018-19 Five Year Construction Plan (p.251)
- ii. Consideration of Approval of Amendment 001 to the Contract with HMC Architects of Ontario CA (p.309)
- iii. Consideration of Approval of Amendment 005 to the Contract with CHJ Incorporated of Colton CA (p.314)
- iv. Consideration of Approval of Amendment 011 to the Contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA (p.319)
- v. Consideration of Approval of Contract with Simplex Grinnell LP of Rancho Cucamonga CA (p.324)
- vi. Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments (p.328)
- vii. Consideration of Approval to Award Bid and Contract to Kemcorp Construction, Inc. of Ontario CA (p.339)
- viii. Consideration of Approval to Award Bid and Contract to Dan Lyman Construction, Inc. of San Bernardino CA (p.342)
- ix. Consideration of Approval to Award Contract to Little Diversified Architectural Consulting of Newport Beach CA (p.345)
- x. Consideration of Approval to Award Informal Bid and Contract to Los Angeles Air Conditioning of La Verne CA (p.349)

11. **ACTION AGENDA**

a. **BOARD OF TRUSTEES & CHANCELLOR**

- i. Consideration of Approval to Accept Board Policies for Final Approval (p.352)
- ii. Consideration of Approval to Establish a Standing Board of Trustees Budget Committee (p.416)

12. **INFORMATION ITEMS**

- a. Applause Cards (p.417)
- b. Budget Report (p.427)
- c. Cenergistic Cumulative Cost Savings (p.475)
- d. District Clery Act Compliance Report (p.476)
- e. CSEA MOU (p.478)
- f. CTA MOU (p.489)
- g. General Fund Cash Flow Analysis (p.493)
- h. Government Finance Officers Association 2015-16 Distinguished Budget Presentation Award (p.495)
- i. Measure M Demographics Report (p.496)
- j. Summary of Measure M Construction Contract Change Orders and Amendments (p.498)

13. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
  
14. **CONVENE CLOSED SESSION (if needed)**  
Convene Closed Session for unfinished business on closed session items.
  
15. **RECONVENE PUBLIC MEETING**
  
16. **REPORT OF ACTION IN CLOSED SESSION (if any)**
  
17. **ADJOURN** – The next meeting of the Board: 4pm, August 11, 2016



**Members Present:**

John Longville, President  
Joseph Williams, Vice President  
Gloria Harrison, Clerk  
Donna Ferracone, Trustee  
Dr. Anne Viricel, Trustee  
Nickolas W. Zoumbos, Trustee

**Members Absent:**

Dr. Donald Singer, Trustee

**Administrators Present:**

Bruce Baron, Chancellor  
Dr. Lisa Norman, Vice Chancellor of Human Resources

**Administrators Absent:**

Jose Torres, Vice Chancellor of Business and Fiscal Services

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Longville called the meeting to order at 8:20am

**PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

None

**COLLEGE PRESIDENTIAL CANDIDATE INTERVIEWS**

The presidential candidates listed were all called in to meet to interview with the Board of Trustees. Trustees rotated questions from a list provided from the District's consultant.

8:00-8:45	Rebeccah Warren-Marlatt (CHC & SBVC)
9:00-9:45	Chris Villa (SBVC)
10:00-10:45	Diana Rodriguez (CHC & SBVC)
11:00-11:45	Wei Zhou (CHC)
12:00-12:45	LUNCH
1:00-1:45	Bryan Reece (CHC)

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Public Employment: Government Code 54957 – 2 cases  
Title: College President – CHC  
Title: College President - SBVC

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None

**CONVENE CLOSED SESSION**

Closed session convened at 1:50pm

**RECONVENE PUBLIC MEETING**

Reconvened at 2:39pm

**REPORT OF ACTION IN CLOSED SESSION (if any)**

None

**ADJOURN**

President Longville adjourned the meeting at 2:40pm

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Gloria Macias Harrison, Clerk  
SBCCD  
Board of Trustees



**San Bernardino Community College District  
Board of Trustees Business Meeting Minutes  
District Board Room  
Thursday, June 9, 2016  
4:00 p.m. – Business Meeting**

**Members Present:**

John Longville, President  
Joseph Williams, Vice President  
Gloria Harrison, Clerk  
Donna Ferracone, Trustee  
Nickolas W. Zoumbos, Trustee  
Pablo Machado, SBVC Student Trustee  
Beverly Rapouw, CHC Student Trustee

**Members Absent:**

Dr. Donald Singer, Trustee  
Dr. Anne Viricel, Trustee

**Administrators Present:**

Bruce Baron, Chancellor  
Jose Torres, Vice Chancellor of Business and Fiscal Services  
Dr. Lisa Norman, Vice Chancellor of Human Resources  
Dr. Glen Kuck, Acting President, SBVC

**Administrators Absent:**

None

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Longville called the meeting to order at 4:01pm. Trustee Harrison

**STUDENT TRUSTEE OATH OF OFFICE**

The Student Trustees, Beverly Rapouw of CHC and Pablo Machado of SBVC were given the Oath of Office and sworn in.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- Conference with Labor Negotiators Government Code 54957.6 Agency Negotiators: Bruce Baron and Dr. Lisa Norman
  - CTA, CSEA, Management/Supervisors, Confidential Employees
- Public Employment: Government Code 54957 – 2 cases
  - Title: College President – CHC
  - Title: College President - SBVC

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

Cassandra Thomas and Fermin Ramirez

**CONVENE CLOSED SESSION**

Convened to closed session at 4:13pm.

**RECONVENE PUBLIC MEETING**

Public meeting reconvened at 4:58pm

**REPORT OF ACTION IN CLOSED SESSION (if any)**

54957.6 refers to Board meeting in closed session.

**APPROVAL OF MINUTES**

Consideration to Approve Minutes of May 12, 2016

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:

To approve the minutes of May 12, 2016

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration to Approve the Minutes of May 26, 2016

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:  
To approve the minutes of May 26, 2016

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**CONSENT AGENDA**

**INSTRUCTIONAL/STUDENT SERVICES**

Consideration of Approval of Curriculum – CHC

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the CHC Curriculum Modifications.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Curriculum – SBVC

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the SBVC curriculum modifications.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**HUMAN RESOURCES**

Consideration of Approval of Adjunct and Substitute Academic Employees

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the employment of adjunct and substitute academic employees as needed for the 2015-2016 and 2016-2017 academic years.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Appointment of District Employees

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the appointment of Jennifer Bjerke effective August 12, 2016, Soha Sobhanian effective August 12, 2016, Erik Morden effective June 13, 2016, James Grabow effective July 1, 2016, Violeta Vasquez effective July 1, 2016, Vonda O'Shaughnessy effective July 1, 2016, Racquel Schoenfeld effective July 1, 2016, Carla Thompson effective July 1, 2016, Laurie Green effective August 12, 2016, Kenneth George effective July 1, 2016 and David Aten effective June 27, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None



Consideration of Approval of District Volunteers

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve District volunteers.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Non-Instructional Pay for Academic Employees

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve non-instructional pay for academic employees.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the placement of Josephine Save on the 39-month reemployment list effective June 4, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Professional Expert Short-Term and Substitute Employees

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the employment of Professional Expert, Short-Term, and Substitute Employees.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Salary Step Advancement for Management Employees

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the salary step advancement for Ricky Shabazz and Scott Stark effective July 1, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Temporary Academic Employee

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the temporary academic appointment of Keynasia Buffong effective July 1, 2016 through December 30, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Coordinator Stipends

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Coordinator Stipends for the 2016-17 academic year.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None

ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Faculty Chair Stipends and Amendment to Stipend

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Faculty Chair Stipends for the 2016-2017 academic year and the amendment of the stipend for Robert Brown effective May 2, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**BUSINESS & FISCAL SERVICES**

Consideration of Approval of 2016-2017 Gann Limit

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the 2016-2017 Gann Limit.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of 2016-2019 SBCCD Enrollment Management Plan for First Reading

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the submission of the 2016-2019 SBCCD Enrollment Management Plan (DEMP) for first read.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Authorized Signature List

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the attached Authorized Signature List for Fiscal Year 2016-17.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of District Bank Accounts

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the SBCCD's existing bank accounts.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Purchase Order Report

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the attached list of purchase orders.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Purchasing from California Multiple Award Schedule (CMAS)

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve purchasing from CMAS for Fiscal Year 2016- 2017.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Purchasing from Piggyback Bid

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve purchasing via piggyback bid from Glendale Unified School District.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Purchasing from Western States Contract Alliance with the California Endorsement (WSCA–NASPO)

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve purchasing from WSCA-NASPO with the California endorsement for Fiscal Year 2016-2017.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Sole Source Purchases from Forest Incentives, Ltd.

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve purchasing from Forest Incentives, Ltd. as a sole source vendor for Fiscal Year 2016 – 2017.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Sole Source Purchases from Stanley Convergent Security

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve purchasing from Stanley Convergent Security as a sole source vendor for Fiscal Years 2016 – 2021.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Increase the Revolving Cash Account

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve an increase to the Revolving Cash account from \$50,000 to \$75,000.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,

NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Individual Memberships

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the request for individual memberships.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration to Approve Conference Attendance

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the requests for Conference Attendance.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration to Approve District & College Expenses

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the requests for District/College Expenses.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Professional Services Contracts-Agreements

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the list of Professional Services contracts/agreements.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To ratify the list of routine contracts/agreements and memorandums of understanding.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution Approving Amended and Restated Bylaws for the Citizens Bond Oversight Committee (CBOC)

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To adopt a resolution approving Amended and Restated Bylaws for the Citizens Bond Oversight Committee.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To adopt a resolution approving the appropriation of income from the general reserve to various major expense classifications as indicated by need on the attached resolution.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration to Adopt a Resolution Regarding the Expenditure of Proposition 30 Education Protection Account Funds

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To adopt resolution regarding the expenditure of Proposition 30 Education Protection Account Funds.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**FACILITIES**

Consideration of Approval of Amendment 004 to the Contract with CHJ Incorporated of Colton CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Amendment 004 to the contract with CHJ Incorporated of Colton CA in the amount of \$12,184.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Amendment 01 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Amendment 01 to the contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA in the amount of \$26,160.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Amendment 010 to the Contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Amendment 010 to the contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA for a time extension to October 19, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,

NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Amendment 02 to the Contract with Citadel Environmental Services, Inc. of Glendale CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Amendment 02 to the contract with Citadel Environmental Services, Inc. of Glendale CA in the amount of \$10,955.00

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Contract with ECORP Consulting, Inc. of Redlands CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve a contract with ECORP Consulting, Inc. of Redlands CA for environmental services in the amount of \$25,000.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award a Small Scale Construction Contract to Shanks Electric Corp. of Helendale CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve a small scale construction contract with Shank Electric Corp. of Helendale, California for the Crafton Hills College non-bond Tennis Court LED Lighting Replacement project in the amount of \$20,026.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award Bid and Contract to Preferred General Services of Apple Valley CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To award bid and contract to Preferred General Services of Apple Valley CA for the Applied Technology Phase II Upgrades project at SBVC in the amount of \$241,862.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Contract to EC Construction of El Monte CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To award an informal bid and contract to EC Construction of El Monte CA for the non-bond Campus wide Parking Lot Reconditioning Project at SBVC in the amount of \$147,895.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Contract to R & R Roofing of Menifee CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To award an informal bid and contract to R & R Roofing of Menifee CA for the non-bond Roof & Building Envelope Repairs project at SBVC in the amount of \$93,840.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,

NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award Request for Proposal 2016-04 and Contract to Center for Employment Opportunities, Inc. of San Bernardino CA

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
award Request for Proposal (RFP) and Contract for RFP 2016-04 Caltrans Work Crews Program Administration to Center for Employment Opportunities, Inc. of San Bernardino, CA. The total amount of the contract is not to exceed \$2,200,000 over three years.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award Small Construction Contract to Three Peaks Corporation of Calimesa CA - CHC East Complex Finishes

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To award a small construction contract to Three Peaks Corporation of Calimesa CA for the CHC Non-Bond East Complex Finishes project in the amount of \$12,080.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Award Small Construction Contract to Three Peaks Corporation of Calimesa CA - CHC East Complex Flooring

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To award a small construction contract to Three Peaks Corporation of Calimesa CA for the CHC Non-Bond East Complex Flooring project in the amount of \$24,800.00.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**ITEMS PULLED FROM CONSENT AGENDA FOR DISCUSSION**  
**BOARD OF TRUSTEES & CHANCELLOR**

Consideration of Approval of Cellular Phone Stipend

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To pull this item from the agenda.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**HUMAN RESOURCES**

Consideration of Acceptance of Employee Resignation

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To accept the resignation of Belinda Lowry effective June 30, 2016.

**ADD:** resignation of Dr. Lisa Norman, Vice Chancellor of HR, resigning after 13 months. Last day of employment is 6/30/16.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of CSEA Tentative Agreement

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To pull this item from the agenda.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Interim Management Appointments

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve Erika Almaraz, Ashley Gaines, Deirdre Marsac, Yecenia Ross, Richard Galope, Keith Wurtz, Mark Snowwhite, and Giovanni Sosa. **Corrections** were made as follows: Deirdre Marsac is Interim Assistant Manager, Workforce Development. Ashley Gaines is Interim Director of Grants and Resource Development, Economic Development and Corporate Training Foundation.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of One Year Employment Management Contracts

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve one-year employment contracts for academic and classified managers effective July 1, 2016 through June 30, 2017, Susan Bangasser, Pavel Bratulin, Raymond Carlos, Gloriann Chavez, Karen Childers, Johnny Conley, Marco Dean Cota, April Dale-Carter, Emma Diaz, Marc Donhauser, Amber Gallagher, Angelita Gideon, Ron Hastings, Ricky Hrdlicka, Henry Hua, Christopher Hylton, Robert Jenkins, Wallace Johnson, Johnny Kates, Jeffery Klug, Albert Maniaol, Marty Milligan, Phuong Nguyen, Maria Rodriguez, David Rubio, Ricky Shabazz, James Smith, Scott Stark, Shalita Tillman, Kathryn Weiss, Carol Wells, Wayne Bogh, Jose Cabrales, Rejoice Chavira, Heather Chittenden, Kirsten Colvey, Lawrence Cook, Jeremy Crooks, Donna Hoffmann, Richard Hogrefe Jr., John Muskavitch, Erika Paddock, Maricela Rea, Bryan Reece, Michelle Riggs, Michael Strong, Rebeccah Warren-Marlatt, Deborah Wasbotten, Keith Wurtz, June Yamamoto, Tenille Alexander, Jeffrey Baugher, Alan Braggins, Andrew Chang, Alfredo Cruz, Kathleen Salvesen, Whitney Fields, Pierre Galvez, Colleen Gamboa, Dawn Gross, Roanne Holliman, Deanna Krehbiel, Frederick Larimore, Robert Levesque, Katherine Myers, Amalia Perez, Eduardo Rubio, Jeremy Sims, Kenneth Stills, Lawrence Strong, Steve Sutorus, Chris Tamayo, Wendy Zinn. The following **correction** was made: Robert Levesque's title is Director of Workforce Development.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of Bilingual and Bi-Literate Stipends for Designated Classified Employees

Trustee Harrison, Trustee Williams seconded the motion and the board members voted as follows:  
To approve the bilingual and bi-literate stipends for eligible classified employees for a minimum of two (2) years beginning July 1, 2016 through June 30, 2018. **Correction:** Table bi-literate stipend only.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**ACTION AGENDA**

**BOARD OF TRUSTEES & CHANCELLOR**

Consideration of Approval to Accept Board Policies for Final Approval

Trustee Harrison, Trustee Ferracone seconded the motion and the board members voted as follows:  
To approve the list of Board Policies. Administrative Procedures are submitted for information.  
BP/AP 5140 Disabled Student Programs and Services, AP 5011 Admission and Concurrent Enrollment of HS and Other Young Students, BP/AP 5015 Residence Determination, BP/AP



5035 Withholding of Student Records, BP/AP 5052 Open Enrollment

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for First Reading

Trustee Harrison, Trustee Ferracone seconded the motion and the board members voted as follows:  
To accept Board Policies for first reading. Administrative Procedures are submitted for information.  
BP 1100 The San Bernardino CCD; BP 2010 Board Membership; BP 3225 Awards; BP/AP 3225 Institutional Effectiveness; BP/AP 3501 Campus Security and Access; BP 3540 Sexual and Other Assaults on Campus; AP 3820 Gifts and Donations; BP 4020 Program, Curriculum, and Course Development; BP/AP 4300 Field Trips & Excursions; BP 5205 Student Accident Insurance; BP/AP 6150 Designation of Authorized Signatures; BP/AP 6200 Budget Preparation; BP/AP 6320 Investments; AP 6740 Citizens' Oversight Committee; BP 6800 Occupational Safety  
**Correction** to be made to Budget Preparation policy.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**HUMAN RESOURCES**

Consideration to Approve Appointment of College Presidents

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the appointments of the college president of San Bernardino Valley College and Crafton Hills College, effective July 1, 2016. **CORRECTION:** to include Dr. Wei Zhou, President, CHC, full-time, 12-month position, Range 26, Step D on the Executive Management Salary Schedule \$179,441.85 per year, plus cell phone stipend, business expense stipend, and doctoral stipend effective July 1, 2016. Replacement for Dr. Cheryl Marshall and Diana Rodriguez, President, SBVC, full-time, 12-month position, Range 26, Step D on the Executive Management Salary Schedule \$179,441.85 per year, plus cell phone stipend and business expense stipend, effective July 11, 2016. Replacement for Dr. Gloria Fisher.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

Consideration of Approval of EEO Multiple Methods

Trustee Ferracone, Trustee Harrison seconded the motion and the board members voted as follows:  
To approve the Equal Employment Opportunity six (6) of the nine (9) multiple methods issued and required by the State Chancellors Office.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**BUSINESS & FISCAL SERVICES**

Consideration of Approval to Adopt Fiscal Year 2016-17 Tentative Budget

Trustee Ferracone, Trustee Harrison seconded the motion and the board members voted as follows:  
To adopt the Fiscal Year 2016-17 Tentative Budget as presented.

AYES: Longville, Williams, Harrison, Ferracone, Zoumbos, Machado, Rapouw,  
NOES: None  
ABSENT: Singer, Viricel  
ABSTENTIONS: None

**INFORMATION ITEMS**

Advancement in Rank-CHC

Applause Cards

Budget Report

Cenergistic Cumulative Cost Savings

District Clery Act Compliance Report

General Fund Cash Flow Analysis

Measure M Demographics Report

Quarterly Financial Status Report

Summary of Measure M Construction Contract Change Orders and Amendments

## **REPORTS**

- Student Trustee Beverly Powell looks forward to her experience on the Board.
- Student Trustee Pablo Machado reported ASG is working on increasing voter registration on campus.
- Chancellor Baron announced Dr. Lisa Norman will be leaving the SBCCD for personal reasons and thanked her for the monumental work she has accomplished.
- Acting President Dr. Glen Kuck gave a brief report on the positive work happening together at the campus and has heard many positive comments and the excitement for the new President to come onboard.
- Pablo reported an increase in membership with ASG.
- Cassandra Thomas of CSEA provided a handout.

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **ADJOURN**

President Longville adjourned the meeting at 5:50pm

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Gloria Macias Harrison, Clerk  
SBCCD  
Board of Trustees



San Bernardino Community College District  
Board of Trustees Special Meeting  
District Board Room  
Tuesday, June 28, 2016  
10:30 a.m. – Special Meeting

**Members Present:**

John Longville, President  
Joseph Williams, Vice President  
Gloria Harrison, Clerk  
Donna Ferracone, Trustee  
Dr. Donald Singer, Trustee  
Dr. Anne Viricel, Trustee

**Members Absent:**

Nickolas W. Zoumbos, Trustee

**Administrators Present:**

Bruce Baron, Chancellor

**Administrators Absent:**

Jose Torres, Vice Chancellor of Business and Fiscal Services  
Dr. Lisa Norman, Vice Chancellor of Human Resources

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Longville called the meeting to order at 10:35am. Trustee Singer led the pledge of allegiance.

**PUBLIC COMMENTS ON AGENDA ITEMS**

None

**CONSENT AGENDA**

**BOARD OF TRUSTEES & CHANCELLOR**

Consideration to Approve Order of Election and the Specifications of the Election Order

Trustee Viricel, Trustee Singer seconded the motion and the board members voted as follows:

To approve the order of election and the specifications of the election order.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel

NOES: None

ABSENT: Zoumbos

ABSTENTIONS: None

**ADJOURN**

President Longville adjourned the meeting at 10:37am

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Gloria Macias Harrison, Clerk

SBCCD

Board of Trustees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Cheryl A. Marshall, President, Crafton Hills College  
**PREPARED BY:** Dr. Bryan Reece, Vice President, Instruction, CHC  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Advisory Committees - CHC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Advisory Committee Members who serve the various academic programs throughout our campus.

### **OVERVIEW**

According to Title 5, all vocational programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees.

### **ANALYSIS**

Title 5 of the California Code of Regulations explicitly states that vocational programs serving higher educational facilities must have Advisory Committee's. These Advisory Committees are compiled of SBVC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members of. These committee members offer the most up to date knowledge, expertise and guidance through up and coming trends within their chosen field and discipline at hand.

### **BOARD IMPERATIVE**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.

<b>Division</b>	<b>Advisory Committee</b>	<b>Advisory Member</b>
Career Education And Human Development	Paramedic	Kevin Cho Kathy Crow Noelle Drazin Terry Flores Bernie Horak Bryttany Kibbey Grant Malinowski Dr. Phong Nguyen Danielle Ogaz Ann Sandez Bob Tyson Dan Word June Yamamoto
Career Education And Human Development	Emergency Medical Technician	Paul Easterly Jim Holbrook Anthony Loera Dave Malloy Danielle Ogaz Gary Reese Branden Walton June Yamamoto
Career Education And Human Development	Child Development	Kathy Adams Robyn Blue Debbie Bogh Christine Brents Kirsten Colvey Rosemary Conway Troy Dial Gabriela Diaz Christina Johle Barb Kirby Denise Knight Gregory Odle Becky Thames Carol Tsushima Stacey Turnpaugh Margarita Vance Deborah Wasbotten Amanda Wilcox June Yamamoto
Career Education and And Human Development	Respiratory Program	Ala Alipoon Dave Anderson Rey Bell Don Broman

<b>Division</b>	<b>Advisory Committee</b>	<b>Advisory Member</b>
Career Education And Human Development	Respiratory Program (Continued)	Ken Bryson Amber Contreras Rey Bell James Davidson Glen Duff Laura Ellers Lief Erickson Tracie Hudson Morris Hunter Ed Langdon Paula Meares Susan Musselman Nidal Rafeedie Carol Ramirez Paul Rinnander Roger Seheult Mike Sheahan Tom Taylor
Career Education And Human Development	Radiologic Technology	Thuan Dang, M.D. Morris Hunter Ha Le, M.D. Amber Contreras Julie Leahy-Curtis Robert McAtee Deborah Pattison Wiley Watterlond June Yamamoto Melissa Huynh Frank Arambula Senior Class Representative Junior Class Representative
Career Education And Human Development	Fire Academy	Chief Mike Alder Chief Jeff Bender Chief Mike Costello Division Chief Darrayl Felgar Chief Jeff Frazier Chief Matt Fratus Battalion Chief Duran Gaddy Deputy Chief Tom Hannemann Chief Mark Hartwig Battalion Chief Ron Janssen Deputy Chief Jim Johnstone Division Chief Shane Littlefield Chief Tim McHargue Chief Michael Moore Chief Mike Smith Dan Sullivanm

<b>Division</b>	<b>Advisory Committee</b>	<b>Advisory Member</b>
Career Education And Human Development	Fire Academy (Cont.)	Division Chief Jeff Veik Chief Jeff Willis
Counseling	EOPS/CARE/CalWORKs	Mario Baeza Lorraine Chavez Rejoice Chavira Kirsten Colvey Jose Cabrales Michael De La Rosa Raemon Edwards Mary Lott Monique Marrujo Vonda O'Shaughnessy Natividad Rodriguez
Counseling	Disabled Student Programs And Services (EOP&S)	Breanna Andrews Connie Boring T.L.Brink Kirsten Colvey Cathleen Coombs Michelle Crocfer Marty Milligan Desmond Ditchfield Conor Kelly Hannah Sandy Rebecca Orta Vonda O'Shaughnessy
Counseling	Foster Youth	Krista Langford Olga Valdez Guadalupe Angel Veronica Lehman Bernadette Pinchback Brenda Dowdy Peter Lock Robin Gonzales Michael Rauls Marissa Rivera Tamara Thomas Kashaunda Harris Angela Urquidies Monique Marrujo Hannah Sandy Pamela Montana Michelle Tapia Mary Frame

Social, Information  
And Natural Sciences

Computer Information  
Systems/Business Admin.

Denise Allen-Hoyt  
Mike Bagg  
Bob Duncan  
Scott Kennedy  
Bryan Mills  
David Nimri  
Christa Padilla  
Edward Papp  
Nick Romano  
Ava Scherneck  
Yui Shin  
Alta Vasquez  
Margaret Yau



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Dr. Glen Kuck, Interim President, SBVC

**PREPARED BY:** Henry Hua, Acting Vice President, Instruction, SBVC and  
Dr. Ricky Shabazz, Vice President, Student Services, SBVC

**DATE:** July 14, 2016

**SUBJECT:** Consideration to Approve Advisory Committees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Advisory Committee Members who serve the various academic programs throughout our campus.

### **OVERVIEW**

According to Title 5, all vocational programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees.

### **ANALYSIS**

Title 5 of the California Code of Regulations explicitly states that vocational programs serving higher educational facilities must have Advisory Committees. These Advisory Committees are compiled of SBVC Faculty, local business, community, and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members of. These committee members offer the most up to day knowledge, expertise, and guidance through up and coming trends within their chosen field and discipline at hand.

### **BOARD IMPERATIVE**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.

**Division**

**Advisory Committee**

**Members**

Applied Technology,  
Transportation, and  
Culinary Arts

Aeronautics

Alvarado, Sally  
Bove, Steve  
Casillas, David  
Clasen, Gary  
De La Mora, Jenny  
Dorskocil, Arlene  
Douthit, Norm  
Durant, John  
Essel, George  
Fenton, Sherrie  
Gablin, Theodore  
Goldenbaum, Jon  
Hall, Dean  
Hesseltine, Robert  
Hilbrands, Ron  
Hoyt, James  
Keating, Dewayne  
Kempthorne, Pam  
Lewis, Erich  
Lyon, John D  
Martin, Livio  
McKenzie, Kevin  
Nichols, Pete  
Peterson, Art  
Picke, Martin  
Sarr, Ray  
Scarcella, Scarcella  
Teegarden, Thomas  
Testerman, Jim  
Thompson, Richard  
Vezina, David  
Wathen, Thomas

Automotive Collision

Austin, Marcus  
Alvarez, Martin  
Bodnar, Will  
Bonar, Mark  
Castanda, Luis  
Chapdelaine, Tim  
Cruz, Curtis  
Funn, Wayne  
Gonzalez, Chris  
Gutierrez, Arron

Marquez, Eric  
McGee, Gloria  
Montes, Carlos  
O'Connell, Paul  
Oliver, Shawn  
Paz, Oscar  
Reid, Paul  
Russell, Jeff  
Scheurer, Mark  
Sievers, Jerry  
Spears, Mat  
Stoffel, Chris  
Toth, Joey  
Ulloa, Yuri  
Wilson, Randall

Automotive Technician

Bodnar, William  
Cortez-Velez, Debbie  
Dooley, Jack  
Fabares, Paul  
Ferguson, Ed  
Ferguson, Jim  
Flores, Luis  
Gallo, John  
Gomez, Oscar  
Gonzalez, Sergio  
Hinrichs, Guy  
Jaramillo, Richard  
Koczko, Robert  
Moreno, Libby  
Perryman, John  
Ramirez, Richard  
Scheurer, Mark  
Wilson, Don

Culinary Arts/Food and  
Nutrition

Ammerman, Drew  
Brewster, Kimberly  
Geurds, Michael  
Hammond, Brian  
Jaimes, Miguel  
Lea, Brandon  
Martinez, Luis  
Moghaddam, Bobby  
Sanjurjo-Casada, Maria  
Schlinkert, Tamara

Electricity/Electronics

Alves, Elmano  
Bustami, Lutfi  
Caporal, Tom

Chase, Gerald  
Chebbo, Falah  
Dowlatabadi, Mohammad  
Falls, Anthony  
Finazzo, Charles  
Graham, Glen  
Haeri, Sean  
Hotchkiss, Daniel  
Kazz, Dikran  
Kharsa, Samar  
Leighton, Nita  
Monin, Craig  
Montgomery, William  
Ngyen, Dang  
Romero, Markazan  
Roumani, Kamal  
Saouli, Mohamad  
Trujillo, Albert  
Valle, Samuel

Heating, Ventilation,  
Air Conditioning/Refrigeration

Alves, Elmano  
Duncan, Bill  
Halabi, Tarif  
Husein, Aziz  
Lawton, Phillip  
Lindeman, Dave  
McGowen, Mike  
Roberts, John  
Velitis, Mike  
Worley, Ed

Machine Trades

Holt, Garner  
Hoover, Rod  
McDonald, Noal  
Pettit, Rick  
Ray, Joe

Transportation/Diesel

Braggins, Alan  
Compton, Curtis  
Diskin, Les  
Eisenbeisz, Gene  
Flynn, Andrew  
Garcia, Bob  
Gilmore, Vanessa  
Kelly, Annette  
Klenske, Terry  
Odle, Greg  
Siebert, Mike

Water Supply Technology

Ariza, Ernie  
Benitez, Manuel  
Berch, Chris  
Bolt, Dennis  
Brian, Kerry  
Caldwell-Betties, Melita  
Chatterjee, Achala  
Coady, Andy  
Curtis, Mitch  
Ferguson, David  
Gane, Bill  
Gudgeon, Craig  
Harris, Laura  
Holliman, Roanne  
Jakher, Amer  
Korisal, Vijay  
Leonard, Nicole  
Letulle, Chander  
Levesque, Robert  
Longville, Susan  
Louie, Calvin  
Loukeh, Alison  
Maestas, Mike  
Maravilla, Lara  
Milroy, Patrick  
Nelson, Jack  
Norton, Mark  
Ochoa, Eliseo  
San Miguel, Arnold  
Schwartz, Rebecca  
Sepulveda, Joe  
Sturdivian, Gary  
Trudeau, Jill  
Valladao, Gary  
Vall, Gary  
Verholtz, Gary  
Wiley, Mark

Welding/Inspection

Bogner, Ed  
Blanca, Leon  
Bogner, Ed  
Bertis, Nabil  
Campa, Mario  
Garcia, Jose  
Grossman, Jeremy  
Hooper, Benjamin  
Ito, Dennis  
Krehbiel, Deanna  
Milligan, Joshua  
Moreno, Paul  
Moreno, Robert

Arts and Humanities

Rubio, Eddie  
Smith, Bryan  
Wellenstein, Nicholas  
Zinn, Wendy

Graphic Design/ Web and  
Multimedia

Batalo, Mandi  
Bouskill, Brian  
Bourbeau, Ron  
Butterfield, John  
Caughman, Rick  
Kates, Phyllis  
Kawa, Jon  
Kawa, Karlie  
McGovern, Tom  
Meyer, Dale  
Oakes, Andrew  
Poore, Jacob  
Ruiz, Xavier  
Sasse, Gene  
Saxelby, Kimberly  
Steffel, Beth  
Wessels, Kathy

Radio, Television, and Film

Audet, Anthony  
Berkebile, Meta  
Bibo, Kevin  
Cruz, Alfredo  
Dix, Melissa  
Dulock, Rick  
Felton, Gabriel  
Fisher, Kevin  
Galang, Marc  
Hooker, Estelle  
Layon, Klyde  
Lyons, Kevin  
Padilla, Christa  
Perry, Angela  
Ramirez, Karla  
Rippetoe, James  
Roseen, Robert  
Salvador, Michael  
Snyder, Carol

Criminal Justice	Criminal Justice/Police Academy	Sousa, Nicholas Sousa, Nicholas Story, Bomani Wheeler, Peggy Williams, Cheryl
Library and Learning Support Services	Library Technology	Alfaro, Glenn Boelter, Ralph Buckley, Patrick Chencharick, John Dickey, Stephen Fagan, Greg Galvez, Pierre Gonzales, Amelia Goodman, Darren Johnson, Wallace O'Brine, Robert Paulino, Joseph Stuart, Doris
Mathematics, Business, and Computer Technology	Accounting	Carter, George P. Erjavek, Ed Evans-Perry, Virginia Gideon, Angie Huston, Celia Mestas, Marie Voisard, Steve Wall, Patti
	Business Administration	Brooks, Robert Courts, Janet Escobar, Ron Garcia, Jose, Kritzbert, Joan Lillie, Rick Rangel, Frank Salas, Theresa Senteney, Dave Matt, Wilson  Alexander, Todd Assumma, Michael

	<p>Austin, Robert  Collins, Rodney  Fabrize, Robert  Galindo, Michael  Lee, Gerard  Hurley, John  Magness, John  Newman, Eric  Robb, Scott  Stauble, Vernon  Underwood, Bruce</p>
Computer Information Technology/ Computer Science	<p>Brady, Jason  Brunke, Jerr  Engel, Aline  Gomez, Raymond  Hughes, Christopher  Lugo, Peter  Mulcahy, Brandon  Nunn, Justin  Orpilla, Paul  Ramos, Cole  Shin, Yui  Stanton, Karen</p>
Real Estate	<p>Acosta, Roland  Chatfield, Walter  Dulgeroff, James  Kridle, Lyne  Luevana, Maria  Nagy, John  Nydham, Don  Sims, Alan</p>
Retail Management	<p>Aguilar, Wendy  Anaya, Teresa  Anderson, Brigitte  Arce, Luz  Beasley, Shannon  Benekos Nick  Brown-Palacios, Rhonda  Carey, Anthony  Celestine, Mellonie  Coldesina, Wendy  Dimond, Andrea  Fernandez, Frances  Flores, Itza  Floyd, Aimee  Fortune, Teena</p>



Friedman, Tom  
Gonzales, Natasha  
Gothier, Kim  
Guido, Maria  
Hammer, Joni  
Herron, Marilyn  
Hughes, Sherry  
Jones, Bob  
Jones, Laura  
Johnson, Jennifer  
Laureano, Bobette  
Legill, Marian  
London, Shiloh  
Luquin-Cooper, Maria  
McCormack, Jay  
Marin, Julie  
Martinez, Janneth  
Martinez, Sandy  
Matsuo, Sharon  
Milbis, Omar  
Min, Eunice  
Nakamura, Heather  
Nelson, HeeSook  
Ornelas, Maria  
Orona, Gary  
Page, Brianne  
Pepin, Yolie  
Perard, Eloisa  
Perez, Joe  
Phipps, Cherie  
Posey, Pat  
Prydz, Roland  
Reichard, Joe  
Robles, Marco  
Rubalcava, Daniel  
Sanchez, Yvette  
Simons, Meg  
Studebaker, James  
Sulzbergr, Steve  
Umeda, Christine  
Valdez, Tricia  
Van Dine, Barbara  
Vega, Juan  
Villeda, Gisel  
Wehling, Sarah  
Williams, Misty  
Williamson, Penny

Science

Architecture and

## Environmental Design

Bonney, Geoff  
Casas, Andrew  
Chapman, Debby  
Davis, Scott  
Hagstrom, Florence  
Jorgensen, Judy  
McGavin, Gary Miller,  
Gary Ramos, Joe  
Sarenana, Chris  
Uribe, Ricardo  
Wales, Todd  
Watts, Peter  
Witherspoon, Boykin  
Zane, Jonathan

## Biotechnology

Burnham, Lorrie  
Bangasser, Susan  
Gamboa, Darlene  
Johnson, Wendie  
Kinde, Hailu  
Polcyn, Dave  
Rathi, Vic  
Smith, Mike  
Thompson, Jeff  
Thrush, Jerry

## Geographic Information (GIS)

Adams, Peter  
Ainza, Manual  
Alvarez, Kit  
Bangasser, Susan  
Chapman, Debbie  
Cohen, Mike  
Cruz, Michael  
Conrad, Robert  
Davis, Cynthia  
DiBiase, David  
Donoghue, John  
Engstrom, Vanessa  
Gabriel, Christie  
Goforth, Brett  
Gonzales, Juan  
Hackel, Jeffrey  
Hamilton, Sheila  
Heibel, Todd  
Hidalgo, Alma  
Hrdlicka, Rick  
Hughes, Richard  
Johnson, Ann  
Johnson, Ben

Johnson, Debbie  
Johnson, Wallace  
Jorgensen-Zak, Judy  
Kalra, Rajrani  
Kelsen, Virginia  
King, Melissa  
Krizek, Jeffrey  
Levesque, Robert  
Lien-Longville, Susan  
Lindstorm, Evgenia  
Livingston, Mike  
Maldonado, Natalie  
Maniaol, Albert  
Masangcay, Anne  
Meek, Norma  
Mukundan, Ramaa  
Murillo, Joan  
Nance, Cindy  
Nance, Marlon  
Nimako, Solomon  
Parish, Ruth  
Pham, Tram  
Reyes, Ed  
Rogers, Clover  
Rolf, Brent  
Schmidt, Lisa  
Sherrill, Daniel  
Smith, James  
Tapia, Ed  
Tennant, Tracy  
Torrence, Matt  
Vasquez, Tatiana  
Warden, Todd  
Weiss, Kay  
Xu, Bo  
Zorn, Jenny

Nursing

Akers, Elaine  
Alsip, Andee  
Aquino, Mary Jane  
Au, Algie  
Bangasser, Susan  
Bastedo, David  
Baze, Sue  
Beunavidez, Nanette  
Brown, Pat  
Burnham, Lorrie  
Carpenter, David  
Chavez, Charlie  
Curasi, Gina

Dayao, Jerome  
DeLaPaz, Melissa  
Dishman, Gregory  
Duran, Valentine  
Eastman, Kim  
Fike, Cindi  
Fisher, Gloria  
Haward, Megan  
Heibel, Todd  
Hill, June  
Issacs, Tammy  
Jackson, Dennis  
Kesling, Susaniel  
Kinde, Haragewen  
Lim, Doreen  
Lowry, Belinda  
Mack, Gail  
Martinez, Adrian  
Maurizi, Tamara  
McMeans, Erin  
Murillo (Backey), Joan  
Nelson, Kim  
Nolan, Rosilyn  
Obra, Violeta  
Puerto, Sofia  
Roesler, Dana  
Sayre, Michelle  
Schroder, Geoff  
Selam, Stephanos  
Simental, Yolanda  
Spahn, Michele  
Spilsbury, Lauren  
Stanskas, John  
Tuvida, Alicia  
Wells, Carol  
Wysocki, Gwen

Pharmacy Technology

Amador, Brian  
Bangasser, Susan  
Barta, Julette  
Bryson, Shaunna  
Burnham, Lorrie  
Chota-Ontiveros, Doris  
Curasi, Gina  
DeCoursey, Ryan  
Diaz, Emma  
Durazo, Daniel  
Furr, Yvonne  
Gabriel, Shandrea  
Gascon, Mary  
Geirman, Joseph

Glenny, Scott  
Harrington, Gregory  
Hattar, James  
Heibel, Todd  
Hua, Henry  
Hill, Katie  
Jackson, Dennis  
Kesling, Susaniel  
Larson, Jessica  
Lee, Sheryl  
Lewis, Mariya  
Lillard, Sheri  
Lopez, Kim  
Lowe, Andy  
Matthews, Lyle  
Maurizi, Tamara  
Moore, Monique  
Richardson, Melissa  
Seraj, Majid  
Seraj, Robyn  
Stevenson, David  
Thomas, Cassandra  
Wells, Caro  
Williams, Sandra

Psychiatric Technology

Asif, Obed  
Alsip, Andee  
Bangasser, Susan  
Beasley, Larry  
Brenda Lazenby  
Cretarola, Scott  
Curasi, Gina  
D'Braunstein, Todd  
Feliciano, Dino  
Giese, Eric  
Gutierrez, Nereida  
Jackson, Dennis  
Kilpatrick, Sheri  
Kinde, Haragewen  
Klingstrand, Marianne  
Malone, Candice  
Martinez, Isabelle  
Maurizi, Tamara  
Milligan, Marty  
Nolan, Rosilyn  
Ordaz, Stephanie  
Pottroff, Denise  
Puerto, Sofia  
Razor, Frances  
Reeves-Maxey, La Tanya  
Reyes, Jun

Social Sciences,  
Human Development,  
and Physical Education

Child Development Program

Reynolds, Avuse  
Rose, Richard  
Saludez, Marjorie  
Spahn, Michelle  
Stephanos, Selam  
Stowell, Jeni  
Valdez, Maria  
Walker, Ruth  
Weaver, Teresa  
Williams, Nicole  
Windham, Cindy  
Wyatt, Marcia

Adams, Kathy  
Barnett, Kellie  
Cook, Lu  
Drew, Linda  
Hopper, Randy  
Howard, Jeannette  
Kirby, Barb  
Knight, Denise  
Martin, Juliann  
McLaren, Meridyth  
Nelson, Elizabeth  
Price, Brandi  
Resendez, Kathie  
Terrell, LaTrenda  
Thompson, Melissa  
Wallick, Amber  
Wasbotten, Deborah  
Wilcox-Herzog, Amanda

Human Services

Achogola, Daniel  
Gonzales, James  
Harter-Speer,  
Joan  
Lozano-Cox, Maria  
MacAfee, Dr. Patrick  
Marier, April  
Moneymaker, Melinda

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Wei Zhou, President, CHC  
**PREPARED BY:** Bryan Reece, Vice President of Instruction, CHC  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Curriculum Modifications

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Curriculum Modifications.

**OVERVIEW**

The courses, certificates and degrees at CHC are continually being revised and updated to reflect and meet student needs.

**ANALYSIS**

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate.

**BOARD IMPERATIVE**

II. Learning Centered Institution for Student Access, Retention and Success.

**FINANCIAL IMPLICATIONS**

None.

**CRAFTON HILLS COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEES APPROVAL**  
**July 14, 2016**

**INFORMATION ITEM**

<b>COURSE ID</b>	<b>COURSE TITLE</b>	<b>INSTRUCTIONAL METHOD</b>	<b>MINIMUM HOURS</b>
CIS 190D	Software Development Internship	Lecture Field	2.67 – 8 40 – 120
CIS 190E	Digital Media Design Internship	Lecture Field	2.67 – 8 40 – 120

**Effective: FA16**

**Rationale:** Correction of hours



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Glen Kuck, Interim President, SBVC  
**PREPARED BY:** Henry Hua, Acting Vice President, Instruction, SBVC  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Curriculum - SBVC

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

### **OVERVIEW**

The courses, certificates, and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

### **ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2016-2017 College Catalog.

### **BOARD IMPERATIVE**

II. Learning Centered Institution for Student Access, Retention, and Success.

### **FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
July 14, 2016**

**COURSE CORRECTIONS**

The January 2016 Board Document approved the following courses and certificate with a Fall 2016 effective date. Upon submitting to the State, changes to titles were suggested prior to receiving State Approval.

**Course ID:** CIT 602  
**Course Title:** MS Word for Office Clerks  
**Correction:** Microsoft Word Fundamentals  
**Effective:** Fall 2016

**Course ID:** CIT 603  
**Course Title:** Microsoft Excel for Office Clerks  
**Correction:** Microsoft Excel Fundamentals  
**Effective:** Fall 2016

**Course ID:** CIT 604  
**Course Title:** MS PowerPoint for Office Clerks  
**Correction:** Microsoft PowerPoint Fundamentals  
**Effective:** Fall 2016

**Course ID:** CIT 605  
**Course Title:** MS Outlook for Office Clerks  
**Correction:** Microsoft Outlook Fundamentals  
**Effective:** Fall 2016

**CERTIFICATE CORRECTIONS**

**Office Technology for Entry Office Clerk Certificate**

**Correction: Office Technology Fundamentals**

**Effective: Fall 2016**

## DEGREE CORRECTIONS

The June 2010 Board Document approved the following Degree. Upon submitting to the State, changes to reflect two separate degrees were suggested prior to receiving State Approval.

### **Real Estate/Escrow AA. Degree**

To graduate with a specialization in Real Estate or Escrow, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

<b>REQUIRED COURSES:</b>		<b>Units</b>
ESCROW 001	Escrow Procedures I	3
REALST 100	Real Estate Principles	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 078	Real Estate Economics	3
<b>or</b>		
ECON 100	Introduction to Economics	3
Six units from the following areas of Concentration, as listed below:		6
<b>REAL ESTATE CONCENTRATION</b>		<b>Units</b>
REALST 062	Real Estate Practice	3
REALST 076	Property Management	3
<b>ESCROW CONCENTRATION</b>		<b>Units</b>
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3
<b>RECOMMENDED COURSES FOR BOTH, REAL ESTATE AND ESCROW CONCENTRATIONS:</b>		<b>Units</b>
ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	3
CIT 010	Beginning Keyboarding	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3
<b>Total Units</b>		<b>24</b>

**Correction:**

**Real Estate AA Degree**

To graduate with a specialization in Real Estate, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

<b>REQUIRED COURSES:</b>		<b>Units</b>
ESCROW 001	Escrow Procedures I	3
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 076	Property Management	3
REALST 100	Real Estate Principles	3
REALST 078	Real Estate Economics	3
<b>or</b>		
ECON 100	Introduction to Economics	3

<b>RECOMMENDED COURSES FOR REAL ESTATE CONCENTRATION:</b>		<b>Units</b>
ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	3
CIT 010	Beginning Keyboarding	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3
<b>Total Units</b>		<b>24</b>

**Effective:** Fall 2016

**Correction:**

**Escrow AA Degree**

To graduate with a specialization in Escrow, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

<b>REQUIRED COURSES:</b>		<b>Units</b>
ESCROW 001	Escrow Procedures I	3
ESCROW 002	Escrow Procedures II	3
ESCROW 003	Escrow Procedures III	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3
REALST 078	Real Estate Economics	3
<b>or</b>		
ECON 100	Introduction to Economics	3

<b>RECOMMENDED COURSES FOR ESCROW CONCENTRATION:</b>		<b>Units</b>
ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	3
CIT 010	Beginning Keyboarding	3
REALST 063	Real Estate Loan Processing Fundamentals	3
REALST 064	Governmental and Non-Conforming Loan Processing	3
REALST 066	Computerized Real Estate Loan Processing	3
REALST 072	Advanced Real Estate Finance	3
<b>Total Units</b>		<b>24</b>

**Effective:** Fall 2016

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Dr. Glen Kuck, Interim President, SBVC

**PREPARED BY:** Henry Hua, Acting Vice President, Instruction, SBVC

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval of designated representatives to serve as Official Representatives on the Executive Committee of the San Bernardino Community College District Adult Education Consortium.

### **RECOMMENDATION**

It is recommended that the SBCCD Board of Trustees approve President Diana Rodriguez, and President Wei Zhou to serve as official Representatives on the San Bernardino Community College District Adult Education Consortium Executive Committee through June 30, 2017. If the Official Representative is unable to attend, they can select a non-voting designee to attend on their behalf.

### **OVERVIEW**

In 2013-2014, \$25 million was appropriated to the California Community College Chancellor's Office (CCCCO) to allocate funding for two-year planning and implementation grants. Assembly Bill 86 (AB86) outlines expectations for consortium development as well as planning and implementation requirements to establish the Adult Education Consortium Program. The intent of AB86 is to expand and improve the provision of adult education.

The new phase of AB86 is the transition into AB104, the Adult Education Block Grant (AEBG) and outlines the transition from planning to implementation of the regional plan submitted to the CCCCCO on March 1, 2015. Per AB104 section 84905 of the legislation "a member of the consortium shall be represented only by an official designated by the governing board of the member."

### **ANALYSIS**

The District has offered full support of AB86 since its inception in 2013 by placing appointees as active participants on the Executive Committee, and allowing faculty and staff to participate in the planning process.

### **BOARD IMPERATIVE**

Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Acceptance of Employee Resignation

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the resignation of Sharon Estrada.

**OVERVIEW**

Sharon Estrada, Account Clerk II, Accounting, District. Resigning effective July 1, 2016, after 5 months of service. Last day of employment is June 28, 2016.

**ANALYSIS**

The resignation correspondence was received and accepted by the Human Resources Department.

**BOARD IMPERATIVE**

None.

**FINANCIAL IMPLICATIONS**

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, President, SBVC  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 2015-2016 and 2016-2017 academic years.

**OVERVIEW**

The following list of adjunct and substitute academic employees is submitted for approval of employment.

**ANALYSIS**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2016-2017 academic year. All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2015-2016 and 2016-2017 budgets.



**Adjunct & Substitute Academic Employees  
July 14, 2016**

**Crafton Hills College**

Academic Year 2015-2016 – Summer 2016

<b><u>NAME</u></b>	<b><u>DISCIPLINE</u></b>
Bell, Eva Marie	College Life
Colbert, Timothy	Art
Harris, Matti	English
Kelsey, David	Philosophy
Koda, Ashley	Sociology
Lacson, Ron	Tutoring Center
McCool, Karol	Librarian
McLean, Hilary	Art
Mealey, Elizabeth	Librarian
Melvin, Paige	Art, Dance
Millan, Christopher	English
Morrow, Erin	Librarian
Nguyen, Kiem	Mathematics
Salyer, Kimberly	Communication Studies
Woodcock, Alexandria	Librarian

Academic Year 2016-2017 – Fall 2016

<b><u>NAME</u></b>	<b><u>DISCIPLINE</u></b>
Abad, Jeremy	English
Ajioka, Mayuni	Japanese
Alatorre, Guadalupe	Communication Studies
Alvarenga-Canela, Nancy	Counselor
Alvarez, Richard	Counselor
Amaya, Makiko	Japanese
Anderson, Jonathan	English
Andrade, Myra	Counselor, STEM
Andrews, Debra	Allied Health
Armstrong, Jacob	Sociology
Arnold, Shimeka	Counselor
Arvsio, Debra	Counselor
Atkinson, Anne	Health
Avery, George	Emergency Medical Services
Bailey, Antoinette	Counselor
Ballester, Maria	Spanish
Barger, Heather	Business Administration
Barrie, Trinette	Counselor, College Life
Bashir, Yaser	Chemistry
Bastedo, Yvonne	Kinesiology
Bauer Jeremiah	History
Beard, Joseph	Geography
Bedoya, Rosemary	Counselor, College Life

Begley, David	Mathematics
Bell, Eva Marie	College Life
Bernardo, Yecica	Counselor
Berube, Melissa	Biology
Bhavailai, Linda	Counselor
Blanco, Glenn	Anatomy
Block, Micheal	Counselor
Bogh, Debbie	Counselor, College Life
Bonilla, Joshua	Counselor
Bouzidi, Djemoui	Physics
Bradford, Deborah	Theatre Arts
Bray, Linda	Allied Health
Brookins, Cedrick	Counselor
Brown, Amy	Kinesiology
Buchanan, Jamie	Psychology
Burch, Cassandra	Counselor
Burns, Carole	Microbiology
Callahan, Ken	Political Science
Cannon, Judy	English
Castaneda, David	Fire Technology
Chavira, Rejoice	Counselor, College Life
Chhuon, Ny	Sociology
Chittenden, Heather	Public Safety and Services
Choi, Jennifer	Counselor
Christensen, Amy	Social Work
Cifelli, Jessica	Education
Ciuiello, Alyssa	Counselor
Clark, Parissa	Multicultural Studies, Political Science
Clarke, Sally	Allied Health
Cochrane-McClurkin, C.R.	Counselor
Colbert, Timothy	Art
Colvey, Kirsten	Counselor, College Life
Commander, John	Emergency Medical Services
Conilogue, Amy	Biology
Contreras, Amber	Respiratory Care
Contreras, Lisa	Counselor
Corrales, Athena	Counselor
Costello, Gerarda	History
Crews, Carly	Emergency Medical Services
Cruz, Jason	Business Administration
Cummings, Lou'Rie	Counselor, College Life
Curnyn, Katie	Biology, Microbiology
Curry, Victoria	Counselor, College Life
Cutkomp, Jeff	Counselor
Davis, Andrea	English
Davis, Mia	Counselor
Davis, Shanell	Counselor
de Boer, Frank	Fire Technology
de Leon, Jairo	Counselor
Demetro, Marcy	Counselor
Derosier, Wendy	Kinesiology
Dial, Troy	Counselor, College Life

Diaz-Nunez, Maria	Counselor
Dinu, Razvan	Mathematics
Dodd, Jennifer	English
Dolson-Andrew, Stephen	Political Science
Douthit, Milly	Counselor, College Life, Learning Disabilities, Learning Resources Center
Downey, Jennifer	Psychology
Drake-Green, Penny Marie	Communication Studies
Duarte, Elizabeth	Counselor
Dudash, Leigh	Geology
Durban, Mark	Fire Technology
Eads, Courtney	Kinesiology
Edris, Emily	Communication Studies
Elali, Fatima	Counselor
Erikson, Natalie	Counselor
Estus, Steven	English
Fellenz, Kathryn	Public Safety and Services
Fernandez, April	Counselor
Fiallo, Carolina	Spanish
Firtha, Christie	English
Fleishman, Richard	Accounting
Flowers, Todd	Education
Franko, Karla J.	Religious Studies
Fry, Maureen	Counselor, College Life, Learning Disabilities, Learning Resources Center
Fuller, Brent	Emergency Medical Services
Fyfe, Brooke	Counselor, College Life
Gaddy, Duran	Fire Technology
Gairson, Phillip	Fire Technology
Galvan, Raquel	Spanish
Gamble, Trevor	Astronomy
Gamboa, Benjamin	Economics
Garcia, Armando	Counselor
Garcia, Claudia	Counselor, College Life
Garcia, Maria	College Nurse
Garcia, Richard	Counselor
Gardner, Gerry	Fire Technology
Gavrilov, Ginka	Mathematics
Gergis, Nader	Art
Giles, Brizset	Accounting
Gimple, Tina	Computer Information Systems
Gist, John	Counselor, College Life
Goliff, Wendy	Chemistry
Gomez, Elitania	Counselor, College Life
Gomez, Ellie	Counselor, Transfer Center
Gonzalez, Veronica	Counselor
Granado, Alycia	Child Development
Groff, Nathan	Emergency Medical Services
Gunter, Melody	Theatre Arts
Guzman, Jose	Philosophy
Guzman, Mildred	Social Work
Hadden, Jay	Anthropology

Hallex, Alicia	Learning Resources
Hamlett, Cynthia	English
Hammond, Belinda	Child Development
Harrington, Judith	Counselor, College Life
Harris, Matti	English
Haupt, Timothy	Psychology
Hausman, Edward	Fire Technology
Hawkins, Damaris	English
Hawkins, Judith	English
Hayes, Ashley	English
Hayes, Chauncey	Kinesiology
Helms, Nancy	Dance
Henderson, Larann	Counselor
Heredia, Evelyn	Counselor
Herrera Gil, Diana	Mathematics
Herrick, Terri	Psychology
Hicks, TaMarra	Counselor
Hidalgo, Joshua	Mathematics
Hoehn, Marisela	Counselor, College Life
Hogrefe, Richard	Communication Studies
Howard, Kristy	Biology
Hughes, Richard	Geography, Geology
Hunter, Morris	Radiologic Technology
Hunter-Southern, Cherisse	Counselor
ILori, Adekunie	Counselor
Inglis, Donna	Counselor
Ishihara, Annie	Counselor
Jacinto, Christopher	Mathematics
Janssen, Joshua	Fire Technology
Jaravato-Hanson, Rodolfo	Allied Health
Jefferson, Sherece	Counselor
Johansen, Greg	Microbiology
Johnsen, Torgeir	Anatomy
Johnson, Elizabeth	Kinesiology
Johnson, Jacqueline Bell	Art
Johnson, James	Anatomy
Jones, Hannah	Counselor
Juarez, Jesse	Counselor
Kalinski, Felix	Business Administration
Katkov, Andre	English
Kelsey, David	Philosophy
Kennedy, Scott	Computer Information Systems
Keys, Scott	History
Kim, Elliott	History
Kim, Jung Kwan	Computer Information Systems
Koda, Ashley	Sociology
Korn, Thomas	American Sign Language, Multicultural Studies
Kowach, Melody	English
Lacson, Ron	Tutoring Center
Landa, Cristina	Respiratory Care
Langdon, Henriette	Counselor
Lastra, Ulises	Mathematics

Leahy, Julie	Allied Health
Ledoux, Janine	Health
Lee, Chanel	Counselor
Leon, Ralph	Mathematics
Leslie, Grant	English
Levy, Steven	Theatre Arts
Levysohn, John	Counselor
Linfield, Leon	English
Lloyd, Courtney	American Sign Language
Loera, Anthony	Emergency Medical Services
Lomeli, Ozzie	Counselor
London, Laneay	Counselor
MacArthur, Carl	Counselor
Madrid, Hanna	Counselor
Maggard, Melanie	Psychology
Malik, Neal	Health
Maloney-Hinds, Colleen	Kinesiology
Mann, Laurie	Counselor, College Life, Learning Disabilities, Learning Resources Center
Mann, Sean	Counselor
Manning, Lucas	Kinesiology
Mansourian, Farhad	Economics
Manzanilla Renteria, Elicinda	Counselor, College Life
Markin, Christopher	Counselor
Martin, Donna	Counselor
Martin, Lisa	Counselor, College Life
Masner, Patricia	Kinesiology
McAtee, Robert	Counselor, College Life
McCandless, Lillian	Chemistry
McCarty, Dennis	Allied Health
McCool, Karol	Librarian
McClurg, Bruce	Music
McCracken, Kristen	Counselor
McCrory, Benjamin	American Sign Language
McLean, Hilary	Art
McLoughlin, Kerry	Sociology
McNamara, Laurence	Art
McNaughton, Anna	Theatre Arts
McNaughton, Barry	Music
Mealey, Elizabeth	Librarian
Melvin, Paige	Art, Dance
Menzel, Joe Marie	Counselor
Menzing, Todd	History
Micham, Wendy	Psychology
Michel, Pamela	American Sign Language
Millan, Christopher	English
Mills, Bryan	Computer Information Systems
Minter, Kristin	Health
Molloy, David	Emergency Medical Services
Monteil, Liliana	English
Moreno, Mariana	Counselor, College Life
Morning, Sara	Emergency Medical Services

Morrow, Erin	Librarian
Msahli, Zina	Arabic
Nahon Valero, Fernando	Spanish
Namekata, James	Kinesiology
Natividad, Beverly	Communication Studies
Neumann, Brent	Physics
Nguyen, Kiem	Mathematics
Nguyen, Nicholas	Respiratory Care
Nimri, Anas	Computer Science
Nunn, Masako	Japanese
Ogden, John	Kinesiology
Olivas, David	Fire Technology
O'Shaughnessy, Vonda	Communication Studies, Counselor, College Life, Learning Disabilities, Learning Resources Center
Overstreet-Murphy, Penni	Fire Technology
Page, Tony	Fire Technology
Pantoja, Suzanne	Business Administration
Papadakis, Christina	Counselor
Papp, Edward	Computer Information Systems
Parker, Mason	Kinesiology
Peck, Jacob	Counselor
Pettaway-Jordan, Ali-Shah	Counselor
Pierce, Mary	Counselor
Piluso, Robert	English
Poffek, Christine	Kinesiology
Portenstein, Pamela	English
Pritchard, Bekki Jo	Sociology
Przeklasa, Terence	History
Purves, Dianne	Biology
Quintanar, Brittnee	Counselor, College Life
Quach, Patricia	Reading and Study Skills
Rafeedie, Nidal	Respiratory Care
Ragan, John	History, Political Science
Raney, Bret	Fire Technology
Razook, Aley	Communication Studies
Regalado, Sean	Art
Regan, John	History
Reyes, Oscar	Counselor
Rigas Mulcahy, Christina	Counselor
Rinker, Courtney	English
Rivera, Ernesto	Counselor, STEM
Roberts, Charles	Oceanography
Robles, Irene	American Sign Language
Roche, Joshua	Mathematics
Romano, Nicholas	Computer Information Systems
Romero, Jose	Accounting
Ross, Laura	Counselor
Ruiz, Sandra	Computer Information Systems, Computer Science
Sadiq, Fahima	Mathematics
Salvi, Lisa	Anthropology
Salyer, Kimberly	Communication Studies
Samadani, Nick	Anatomy

Sanchez, Abel	Biology
Sandez, Ann	Emergency Medical Services
Sandgren Wilson, Debra	Counselor, College Life
Sandoval Oyas, Charles	Counselor
Savoy, Kareem	Counselor
Schmidt, Lisa	Geography
Schoepf, Laura	Biology
Schreckengost, Jess	Counselor
Serrano, Thomas	Respiratory Care
Shafer, Alexander,	Spanish
Sheeran, Sara	Counselor
Shelby, Patricia A.	Sociology
Shore, Chelsea	Communication Studies
Shum, Cindy	Counselor, College Life
Sidhom, Patricia	Counselor
Simonson, Scott	Music
Smith, James	Political Science
Smith, Jeffrey	Mathematics
Snow, Stephen	History
Soza, Karen	American Sign Language
Spencer, Emily	Chemistry
Stephens, Samantha	Counselor
Sternard, Evan	Counselor, College Life
Stevens, Marc	Communication Studies
Stupin, Mary	Music
Swanson, Justin	Kinesiology
Ta, Canh	Anatomy
Tambunan, Makalerina	Accounting
Tasaka, Bethany	Mathematics
Tilman, Susan	Counselor, College Life
Tinoco, Michelle	Counselor, College Life
Troy, Janna	Kinesiology
Tureau, Troy	Business Administration
Turner, Austen	Anatomy
Urbanovich, Renee	Humanities
Vasquez, Alta	Computer Information Systems
Vasquez, Violeta	Counselor, College Life
Verosik, Eileen	Emergency Medical Services
Victor, Mark	Chemistry
Walter, Michael D.	Computer Information Systems
Warsinski Jeffrey	Mathematics
Wasbotten, Deborah	Child Development
Washburn, Ben	Counselor, College Life
Wassing, Amy	Communication Studies
Wawelo, Tara	Anthropology
Whitfield, Isaiah	Counselor
Whitmore, Yarick	Counselor
Wilcox-Herzog, Amanda	Child Development
Williams, Chris	Counselor
Williams, Gary	College Life (Learning Assist), Psychology
Williams, Michelle	Counselor
Williams, Twanna	Counselor

Willis, Ashley  
Winokur, Robert  
Winter, Daniel  
Woodcock, Alexandria  
Xayaphanthong, Soutsakhone  
Zepeda, Isidro  
Zuno-Eadie, Liana

Counselor  
Music  
Respiratory Care  
Librarian  
Counselor, College Life  
English  
Counselor

**San Bernardino Valley College**  
Academic Year 2016-2017

**NAME**

**DISCIPLINE**

Blanquet, Rebeca  
Carter, Yancie  
Caughman, Luis Ricardo  
Cretu, Camelia M.  
Ellis, Pamela  
Fletcher, Laura Michelle  
Johnson, Dominique  
Longworth, Cynthia  
Motta, Fred  
Preston, Tammy  
Romo, Derek A.  
Smith, Deborah  
Von Oesen, John II

Math  
Student Development  
Art  
Math  
English  
Psychology  
Student Development  
English  
Physics  
Student Development  
Communication Studies  
Math  
Psychiatric Technology



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Appointment of District Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of Erika Almaraz, Maria Ramirez, Hussain Agah, Christina Torres, Anthony Ababat, John Roberts, Charles Burton, David Cosme and Carla Thornton.

**OVERVIEW**

The employees on the attached list are recommended for appointment.

**ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

District Employees  
July 14, 2016

Erika Almaraz, Director of Internal Audits, District, Management Salary Range 16, Step B, \$99,923.71 annually, Effective Date, July 18, 2016, Replaces Lawrence Strong. Fiscal and Business Services General Fund.

Maria Ramirez, Safety & Risk Management Specialist, District, Confidential Salary Range 3, Step A, \$4895.19 monthly, Effective Date, July 18, 2016. New Position. Human Resources General Fund.

Hussain Agah, Director of Facilities, Planning & Construction, Management Salary Range 16, Step D, \$127,522.57 annually, Effective Date, July 18, 2016. Replaces Fath Oudghiri. Fiscal and Business Services General Fund.

Christina Torres, Instructor, Kinesiology/Head Women's Basketball Coach, SBVC, effective July 05, 2016. 177 days of service. Salary placement to be determined upon verification of education and experience. Replacing Susan Crebbin. Funding Source Kinesiology General Funds.

Anthony Ababat, Instructor, Electricity/Electronics, SBVC, effective August 12, 2016. 177 days of service. Salary placement to be determined upon verification of education and experience. New position. Funding Source Applied Technology General Funds.

John Roberts, Instructor, HVAC, SBVC, effective August 12, 2016. 177 days of service. Salary placement to be determined upon verification of education and experience. New position. Funding Source Applied Technology General Funds.

Charles Burton, Research Assistant – SSSP, SBVC, effective May 31, 2016, at Classified Salary Range 46, Step B, \$4,638.00 per month. New position. Funding Source is Student Success and Support Programs Categorical Fund. Amend board approval on May 12, 2016, from start date of May 30 to the correct start date of May 31, 2016.

David Cosme, Clerical Assistant II – Financial Aid, SBVC, effective May 33, 2016 at Classified Salary Range 25, Step A, \$2,629.00 per month. Replacing Baybie Scudder. Funding Source is Financial Aid General Fund. Amend board approval on May 12, 2016, from start date of May 30 to the correct start date of May 31, 2016.

Carla Thornton, Veteran's Counselor/Coordinator, Crafton Hills College, effective July 1, 2016, 200 days. Salary placement to be determined upon verification of education and experience. New Position. Student Equity Grant / Matriculation funds. Amend board approval on June 9, 2016, from Carla Thompson to the correct last name to Thornton.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Bilingual Stipends for Designated Classified Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the bilingual stipends for eligible classified employees for a minimum of two (2) years beginning July 1, 2016 through June 30, 2018.

It is further recommended the Board of Trustees approve the retroactivity of the attached listing.

**OVERVIEW**

Article 7.3 of the Collective Bargaining Agreement with the CSEA outlines the implementation of the Bilingual Stipend Program.

**ANALYSIS**

The following classified were determined eligible and are entitled to the \$50.00 monthly stipend for bilingual per Article 7.3 for a period of two years.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2016-2017 and 2017-2018 budgets.

**Bilingual Stipends**

July 14, 2016

DESIGNATED LOCATIONS

NAME

SBVC Financial Aid

Jeanette Frausto  
Gabriela Padilla

SBVC DSPS

Laurie Sullivan-ASL

SBVC Child Development Center

Raquel Garcia  
Rosa Beck

SBVC Business Office

Liliana Molina

SBVC Library

Zayne Perez

SBVC Foster & Kinship

Rosemary Rivera-Reza

SBVC Athletic Trainer

Mike Sola

SBVC Student Success

Elizabeth Lopez

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Dr. Glen Kuck, Interim President, SBVC  
Dr. Cheryl Marshall, President, CHC  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of District Volunteers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve District volunteers.

**OVERVIEW**

The individuals on the following list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

**ANALYSIS**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

None.

District Volunteers  
July 14, 2016

Crafton Hills College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Ambriz, Matthew	Cal Fire	07/15/2016-12/31/2016
Dennett, Loni	DSPS	07/15/2016-12/31/2016
Guerrero, Katherine	Counseling	07/18/2016-12/31/2016
Laguna, Tania	Counseling	07/15/2016-12/31/2016
Richter, Lisa	Anatomy	08/01/2016-12/31/2016
Topoleski, Paul	Fire Technology	07/15/2016-12/31/2016

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Aleamar, Carlos	President's Office/Police Academies	07/15/2016-12/31/2016
Baeza, Garrett	Student Services/DSP&S	07/15/2016-12/31/2016
Beauvais, Al	Arts & Humanities/Art	08/16/2016-12/31/2016
Bernal, Victor	President's Office/Police Academies	07/15/2016-12/31/2016
Brown, Gregory	President's Office/Police Academies	07/15/2016-12/31/2016
Caballero, Alejandro	President's Office/Police Academies	07/15/2016-12/31/2016
Coronel, Llvier	President's Office/Police Academies	07/15/2016-12/31/2016
DeVaughn, Dana	Social Sciences/Athletics	07/15/2016-12/31/2016
Hall, Suzan K.	Student Services/Student Health Services	07/18/2016-12/31/2016
Hanna, Benjamin	Applied Tech/Welding	07/15/2016-12/20/2016
Harms, Wesley	President's Office/Police Academies	07/15/2016-12/31/2016
Hunt, Ezra	Arts & Humanities/Art	08/16/2016-12/31/2016
Jasso, Gabriel	President's Office/Police Academies	07/15/2016-12/31/2016
Kane, Gabriel	Social Sciences/Athletics	07/18/2016-11/30/2016
Lefay, Jenna	Social Sciences/Athletics	07/15/2016-12/31/2016
Lian, Bob	President's Office/Police Academies	07/15/2016-12/31/2016
Livoni, Cathy	Arts & Humanities/Art	08/16/2016-12/31/2016
Lopez, Guillermo	President's Office/Police Academies	07/15/2016-12/31/2016
LuQue, Chase	Social Sciences/Athletics	07/15/2016-08/05/2016
MacNeil, Kayla	Student Services/DSP&S	07/15/2016-12/31/2016
Martinez, Andrea	Student Services/Student Health Services	07/18/2016-12/30/2016
Matthews, Craig	President's Office/Police Academies	07/15/2016-12/31/2016
Mendez, Israel	President's Office/Police Academies	07/15/2016-12/31/2016
Sartori, Matthew	Social Sciences/Athletics	07/18/2016-08/15/2016
Scott, Cody	Applied Tech/Welding	07/15/2016-08/12/2016
Sellas, Michael	Applied Tech/Machine Trades	08/01/2016-12/30/2016
Smith, Ione	President's Office/Police Academies	07/15/2016-12/31/2016
Solares, Juan	Social Sciences/Athletics	07/18/2016-08/15/2016
Stuart, Michelle	President's Office/Police Academies	07/15/2016-12/31/2016
Suarez-Ramirez, Patricia	Student Services/DSP&S	07/15/2016-12/31/2016
Urbano, Jani	Social Sciences/Athletics	07/15/2016-12/31/2016
White, Jessica	Social Sciences/Athletics	07/15/2016-12/31/2016

District

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Broden, Andrew	KVCR Production	07/01/2016-12/13-2016
Baron, Nicholle*	KVCR	06/01/2016-12/31/2016
Cuapio, Isel	KVCR FM	07/14/2016-12/13-2016
Mink, Ethan	KVCR	08/15/2016-12/31-2016
Morris, Kevin	KVCR/RTVF	07/01/2016-12/13-2016
Tejeda, Ashley	KVCR	08/15/2016-12/31-2016

\*Paperwork not received timely

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Employee Promotion

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the promotion of Cynthia Gundersen.

**OVERVIEW**

Cynthia Gundersen, Research Assistant, CHC, promoted to Data Analyst, TESS, effective July 15, 2016, Classified Salary Schedule Range 47, Step C, \$4,992.00 per month. Replaces Carol Hannon-Retired. Funding Source is TESS General Fund.

**ANALYSIS**

The employee went through the recruitment process and is being recommended for promotion.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Employment Rescission

### **RECOMMENDATION**

It is recommended that the Board of Trustees rescind the employment of Lawrence Mills.

### **OVERVIEW**

Rescind the employment of Lawrence Mills, Tool Room Specialist (Part-time 47.5%), SBVC, effective May 30, 2015.

### **ANALYSIS**

On May 12, 2016, the Board of Trustees approved the employment of Mr. Mills. Due to the expiration of grant, funds for this position were no longer available.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

No impact to budget.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Dr. Cheryl Marshall, President CHC  
Dr. Glen Kuck, Interim President, SBVC  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Faculty Department Chair Stipends

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Faculty Department Chair Stipends.

### **OVERVIEW**

The academic employees on the attached list will serve as faculty chairs for the 2016-2017 academic year.

### **ANALYSIS**

Faculty Department Chairs are selected by faculty in accordance with an established campus process. Stipends for Faculty Department Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

### **BOARD IMPERATIVE**

II. Learning Centered Institution for Student Access, Retention and Success.

### **FINANCIAL IMPLICATIONS**

Included in the 2016–2017 budget.

Faculty Chair Stipends  
July 14, 2016

Crafton Hills College

On June 9, 2016, Breanna Andrews was approved as the Faculty Department Chair of Communication and Language for 2016–2017 academic year with a stipend of \$8,000. The Department of Communication and Language agree to amend their decision and proceed with Rick Hogrefe and Breanna Andrews as Department Co-Chairs with a stipend of \$4,000 each.

San Bernardino Valley College

<u>NAME</u>	<u>DEPARTMENT</u>	<u>STIPEND</u>
Adams, Kathy	Child Development	\$ 3,000
Assumma, Michael	Accounting, Business Administration, Business Calculations, Real Estate	\$ 7,000
Banola, Erwin	Health, Kinesiology	\$ 7,000
Batalo, Manuela	Art	\$ 7,000
Buckley, Patrick	Administration of Justice, Corrections	\$ 5,000
Burnham, Lorrie	Biology, Pharmacy Technology	\$ 9,000
Calderon, Colleen	History	\$ 7,000
Chatterjee, Achala	Water Supply Technology	\$ 5,000
Dulgeroff, James	Economics	\$ 5,000
Gibbons, Ann	Math	\$14,000
Halabi, Tarif	Aeronautics, Electricity & Electronics, Heating Ventilation, Air Conditioning/Refrigeration, Technical Calculations	\$ 7,000
Hector, Leticia	Communication Studies, Radio, TV, Film	\$ 7,000
Heibel, Todd	Geography, Geographic Information Systems, Geology Oceanology	\$ 6,000
Hunter, Diane	English	\$14,000
Jackson, Julius	Philosophy, Religious Studies	\$ 2,500
Jakpor, Riase	Political Science	\$ 6,000
Jefferson, Kimberly	Reading	\$ 7,000
King, Melissa	Anthropology	\$ 5,000
Knight, Denise	Child Development	\$ 3,000
Lillard, Sheri	Architecture, Chemistry, Physical Science	\$ 9,000
Lopez, Leonard	Philosophy, Religious Studies	\$ 2,500
Lysak, Michael	Astronomy, Engineering, Physics	\$ 6,000
Meyer, Stacy	Culinary Arts, Food & Nutrition	\$ 5,000
Money maker, Melinda	Human Services	\$ 6,000
Moore, Sandra	Psychology	\$ 6,000
Pires, Romana	Sociology	\$ 5,000
Powell, Roger	Computer Information Technology, Computer Science	\$ 7,000
Recinos, Jose	Modern Languages	\$ 7,000
Scully, Madeline	Dance, Music, Theatre Arts	\$ 7,000
Williams, Mark	Automotive, Diesel	\$ 7,000

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Interim Management Appointments

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Mark Snowwhite, Henry Hua and Richard Galope.

**OVERVIEW**

Mark Snowwhite, Interim Division Dean, CHC, Management Salary Schedule Range, 19, Step A, \$108,532.00 annually, effective July 18, 2016, through December 31, 2016, or until position is filled on a permanent basis, whichever occurs first. Replaces Richard Hogrefe. Funding Source is Crafton General Fund.

Henry Hua, Interim Vice President of Instruction, SBVC, Management Salary Schedule Range 23, Step A, \$131,921 annually, effective July 1, 2016, through December 31, 2016, or until position is filled on a permanent basis, whichever occurs first. Replaces Haragewen Kinde. Funding Source is Vice President of Instruction Office General Fund.

Galope, Richard, Interim Associate Vice Chancellor, Economic Development & Corporate Training, District, at Management Salary Schedule Range 25, Step B, \$12,917.06 per month, July 1, 2016, through December 31, 2016, or until position is filled on a permanent basis, whichever occurs first. Mr. Galope was board approved on June 9, 2016, at Step A, and should have properly been approved at Step B.

**ANALYSIS**

It is necessary to appoint an individual to serve on an interim basis until the position is filled permanently.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval of Management Tuition Reimbursement

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the management tuition reimbursement for Lawrence Strong and Jeff Baugher.

### **OVERVIEW**

Lawrence Strong, Director of Fiscal Services, District, is requesting tuition reimbursement for coursework to be completed for the Master of Public Administration Program through California State University, San Bernardino.

Jeffrey Baugher, Director, Alternate Text Production Center, District, is requesting tuition reimbursement to pursue a Master's Degree in Leadership and Management, beginning in August 2016, from University of La Verne.

### **ANALYSIS**

This request is in compliance with Board Policy 7250 which states that management personnel shall be eligible for tuition cost and reimbursement from an accredited institution and no tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

### **BOARD IMPERATIVE**

III. Resource management for efficiency, effectiveness, and excellence.

### **FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor  
Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, President, SBVC

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval of Non-Instructional Pay for Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve non-instructional pay for academic employees.

**OVERVIEW**

The following list of employees is submitted for approval.

**ANALYSIS**

Non-instructional pay is requested on a periodic basis to assist departments with various events on campus or in the community.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2015-2016 and 2016-2017 budgets.

**Non-Instructional Pay  
July 14, 2016**

Crafton Hills College  
Academic Year 2015-2016

Armstrong, Jacob, Non-instructional pay for developing curriculum for criminal justice course, 06/11/2016\* through 06/30/2016, not to exceed 14 hours at \$49.00 per hour. Funding source is Instruction Office General Fund.

Barger, Heather, Non-instructional pay for business program strategic development, 06/11/2016\* through 06/30/2016, not to exceed 50 hours at \$49.00 per hour. Funding source is Instruction Office General Fund.

Bauer, Jeremiah, Non-instructional pay for developing curriculum for history courses, 06/11/2016\* through 06/30/2016, not to exceed 8 hours at \$49.00 per hour. Funding source is Instruction Office General Fund.

Fleishman, Richard, Non-instructional pay for developing curriculum for accounting course, 06/11/2016\* through 06/30/2016, not to exceed 10 hours at \$49.00 per hour. Funding source is Instruction Office General Fund.

Gimple, Tina, Non-instructional pay to assist with Professional Development, 06/01/2016\* through 06/30/2016, not to exceed 50 hours at \$49.00 per hour. Funding source is Professional Development.

Hanley, Jodi, Non-instructional pay, Non-Credit Program Researcher, research the need for a Non-Credit Program and develop a draft plan if appropriate, 06/10/2016 through 06/30/2016, not to exceed 60 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

McLaren, Meridyth, Non-instructional pay, Middle College High School Researcher, research and develop a draft implementation plan for adding a Middle College High School program at Crafton Hills College, 06/10/2016 through 06/30/2016, not to exceed 60 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

Tambunan, Makalerina, Non-instructional pay for developing curriculum for accounting course, 04/15/2016\* through 06/30/2016, not to exceed 10 hours at \$49.00 per hour. Funding source is Instruction Office General Fund.

Williams, Gary, International Program Researcher, research and develop a draft implementation plan for adding an international program at Crafton Hills College, 06/10/2016 through 06/30/2016, not to exceed 24 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

\*Necessary paperwork not completed timely

Academic Year 2016-2017

Allen, Denise, Non-instructional pay to meet with Wei Zhou, President, 07/05/2016\* through 08/12/2016, not to exceed 6 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds.

Allen, Denise, Non-instructional pay for overload assignment (Distance Education and District Assembly), 08/16/2016 through 12/16/2016, not to exceed 126 hours at \$49.00 per hour. Funding source is Student Equity and District Assembly.

Bailes, Brandi, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Bailes, Brandi, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Bartlett, Ryan, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Bartlett, Ryan, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Brown, Robert, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Brown, Robert, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Crise, Robert, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Crise, Robert, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

DiPonio, Gwen, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

DiPonio, Gwen, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Gimple, Tina, Non-instructional pay to assist with Professional Development, 07/01/2016 through 08/14/2016, not to exceed 65 hours at \$49.00 per hour. Funding source is Professional Development.

Hanley, Jodi, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Hanley, Jodi, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).



Hanley, Jodi, Non-instructional pay, Non-Credit Program Researcher, research the need for a Non-Credit Program and develop a draft plan if appropriate, 07/01/2016 through 08/12/2016, not to exceed 120 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

Hanley, Jodi, Non-instructional pay, Non-Credit Program Researcher, research the need for a Non-Credit Program and develop a draft plan if appropriate, 08/15/2016 through 12/31/2016, not to exceed 90 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Fund. Note: This is a correction to the funding source for the June 9, 2016 Board item.

Hogrefe, Richard, Non-instructional pay for serving as Project Director for the STEM Pathways grant, 07/01/2016 through 12/30/2016, not to exceed 336.5 hours at \$49.00 per hour. Funding source is Title III STEM Grant.

Hunter, Morris, Non-instructional pay for serving as Coordinator for the Radiologic Technology Program, 08/16/2016 through 12/16/2016, not to exceed 23 hours at \$49.00 per hour. Funding source is General Fund.

Langenfeld, Elizabeth, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Langenfeld, Elizabeth, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Lowe, Lynn, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Lowe, Lynn, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Menchaca, Patricia, Non-instructional pay to serve as Vice President of Academic Senate, 08/15/2016 through 05/26/2017, not to exceed 126 hours at \$49.00 per hour. Funding source is Instruction Office general fund.

McLaren, Meridyth, Non-instructional pay, Middle College High School Researcher, research and develop a draft implementation plan for adding a Middle College High School program at Crafton Hills College, 07/01/2016 through 08/12/2016, not to exceed 120 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. This is a correction to the funding source for the June 9, 2016 Board item.

McLaren, Meridyth, Non-instructional pay, Middle College High School Researcher, research and develop a draft implementation plan for adding a Middle College High School program at Crafton Hills College, 08/15/2016 through 12/31/2016, not to exceed 180 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. This is a correction to the funding source for the June 9, 2016 Board item.

Phillips, Ted, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Phillips, Ted, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Quach, Patricia, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Quach, Patricia, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Ramirez, Robert, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Ramirez, Robert, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Rippy, Scott, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Rippy, Scott, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Tasaka, Bethany, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Tasaka, Bethany, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Williams, Gary, International Program Researcher, research and develop a draft implementation plan for adding an international program at Crafton Hills College, 07/01/2016 through 08/12/2016, not to exceed 56.5 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

Williams, Gary, International Program Researcher, research and develop a draft implementation plan for adding an international program at Crafton Hills College, 08/15/2016 through 12/31/2016, not to exceed 279.5 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

Wilson, Sherri, Non-instructional pay to work on the implementation of the California Assessment Initiative, 07/01/2016 through 08/14/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Wilson, Sherri, Non-instructional pay to work on the implementation of the California Assessment Initiative, 08/15/2016 through 12/30/2016, not to exceed 20 hours at \$49.00 per hour. Funding source is Student Success and Support Program (SSSP).

Wilson, Sherri, Non-instructional pay, Non-Credit Program Researcher, research the need for a Non-Credit Program and develop a draft plan if appropriate, 08/15/2016 through 12/31/2016, not to exceed 90 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. Note: This is a correction to the funding source for the June 9, 2016 Board item.

Zepeda, Isidro, Non-instructional pay to assist with International Studies, 08/01/2016 through 08/14/2016, not to exceed 32 hours at \$49.00 per hour. Funding source is General Fund.

#### San Bernardino Valley College

Alvarez, Richard, Counseling Department, Counseling, 7-18-16 to 12-15-16, not to exceed 278 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Blanquet, Rebeca, Ms. Blanquet will be working with the Veterans Resource Center (VRC), Guardian Scholars Program (Foster Youth), and programs targeting basic skills students to offer pre-assessment workshops to more accurately place veterans, foster youths and other targeted populations in basic skills and transfer courses, 7-15-16 to 8-12-16, not to exceed 98 hours, at \$49.00 per hour. Funding source is Mathematics General Fund.

Blanquet, Rebeca, Ms. Blanquet will be working with the Veterans Resource Center (VRC), Guardian Scholars Program (Foster Youth), and programs targeting basic skills students to offer pre-assessment workshops to more accurately place veterans, foster youths and other targeted populations in basic skills and transfer courses, 8-16-16 to 12-31-16, not to exceed 72 hours, at \$49.00 per hour. Funding source is Mathematics General Fund.

Bond, Lauren, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Bond, Matthew, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Briggs, Stephanie, Dr. Briggs will be working with the Veterans Resource Center (VRC), Guardian Scholars Program (Foster Youth), and programs targeting basic skills students to offer pre-assessment workshops to more accurately place veterans, foster youths and other targeted populations in basic skills and transfer courses, 7-15-16 to 8-12-16, not to exceed 98 hours, at \$49.00 per hour. Funding source is Mathematics General Fund.

Briggs, Stephanie, Dr. Briggs will be working with the Veterans Resource Center (VRC), Guardian Scholars Program (Foster Youth), and programs targeting basic skills students to offer pre-assessment workshops to more accurately place veterans, foster youths and other targeted populations in basic skills and transfer courses, 8-16-16 to 12-31-16, not to exceed 90 hours, at \$49.00 per hour. Funding source is Mathematics General Fund.

Burnham, Lorrie, to support the Big Bear Program by assisting with Super Saturday outreach and one-stop registration and assessment events in the Big Bear/Mountain Communities, 7-15-16 to 6-30-17, not to exceed 16 hours, at \$49.00 per hour. Funding source is Big Bear General Funds.

Caldwell-Betties, Melita, to coordinate and successfully implement the objectives of the National Science Foundation-Advanced Technological Education (NSF-ATE) Water Divide Grant as the Project Lead Faculty and to complete and submit the necessary financial and performance reports required by the grantor on or before the specified due dates and development of the NSF website, 7-18-16 to 12-23-16, up to 7 hours a week not to exceed 20 hours, at \$49.00 per hour. Funding source is Bridging the Water Divide NSF-ATE Grant.

Chatterjee, Achala, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Cisneros, Maribel, Counseling Department, Counseling Overload, 7-18-16 to 6-30-17, not to exceed 148 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Civitello, Alyssa, Counseling Department, Counseling, 7-18-16 to 12-31-16, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

Colern-Mulz, Leslie, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Comiskey, Daniel, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Trade Adjustment Assistance Community College and Career Training Grant (TAACCCT).

Cook, Carol to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 12 hours, at \$49.00 per hour. Funding Source is the Nursing Enrollment and Growth Grant.

Copeland, Mary, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Corrales, Athena, Non-instructional faculty will present workshops for students, develop remediation strategies for nursing students, and provide general counseling, 7-5-16 to 8-31-16, not to exceed 180 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant. This is a ratification due to sufficient funds originally not being available.

Dominguez, Pauline, Counseling Department, Counseling, 7-18-16 to 12-15-16, not to exceed 278 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Dubois-Eastman, Kim, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-4-16 to 8-5-16, not to exceed 4 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Ferri-Milligan, Paula, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Frias, Mayra, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Gamboa, Darlene, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 8 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Glover, Earline, Counseling Department, Counseling Overload, 7-18-16 to 6-30-17, not to exceed 148 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Gregory, Leslie, Counseling Department, Counseling Overload, 7-18-16 to 6-30-17, not to exceed 148 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Halabi, Tarif, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Heibel, Todd, to support the Big Bear Program as a faculty mentor for ITV (Instructional Television) Technology, 7-15-16 to 6-30-17, not to exceed 16 hours, at \$49.00 per hour. Funding source is Big Bear General Funds.

Hill, June, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 4 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Hird, Scott, to substitute for the Big Bear Program Coordinator as needed, 7-15-16 to 6-30-17, not to exceed 10 hours, at \$49.00 per hour. Funding source is Big Bear General Funds.

Hunter, Diane, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Jackson, Beverlyn, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 4 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Jackson, Dennis, to complete duties as Director/Faculty Chair for the Psychiatric Technology Program that fall outside the regular academic year, 7-18-16 to 8-11-16 and 5-30-17 to 6-30-17, not to exceed 168 hours, at \$49.00 per hour. Funding source is Instruction Office General Funds.

Jones, Edward, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds

Kafela, Kathy, Counseling Department, Counseling Overload, 7-18-16 to 6-30-17, not to exceed 148 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Kuntz, John, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Lamore, Joel, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Lee, Dirkson, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Loh-Myers, Susan, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Lopez, Alma, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Luke, Dr. Craig, Counseling Department, Counseling Overload, 7-18-16 to 6-30-17, not to exceed 148 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Massad, Sana, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 5 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Maurizi, Tamara, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 4 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Melancon, Berchman, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Meyer, Stacy, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Milligan, Joshua, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Moreno, Dolores, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Murillo, Joan, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 12 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Murphy, Joel, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Ortiz, Miguel, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Trade Adjustment Assistance Community College and Career Training Grant (TAACCCT).

Powell, Roger, will be the lead faculty for Cyber Patriot Summer Camp Competition. The competition puts teams of high school and middle school students in the position of newly hired information technology professionals tasked with managing the network of a small company, 7-11-16 to 7-15-16, not to exceed 20 hours, at \$49.00 per hour. Funding source is Computer Information Technology General Fund. This is a ratification due to not being aware of non-instructional board policies at the time and missed the June board.

Ramirez, Alberta, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Ramsey, Daniele, Counseling Department, Counseling Overload, 7-18-16 to 6-30-17, not to exceed 148 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Recinos, Jose, Counseling Department, Counseling, 7-18-16 to 12-15-16, not to exceed 138 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Reyes, Frank, Counseling Department, Counseling, 7-18-16 to 12-15-16, not to exceed 278 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Roberts, John, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Simental, Yolanda, to support the Nursing Success Grant will prepare and present a workshop for the Nursing Success Academy 8-1-16 to 8-3-16, not to exceed 4 hours, at \$49.00 per hour. Funding source is the Nursing Enrollment and Growth Grant.

Seraj, Robyn, to work on program design and processes for the Pharmacy Technology Program, 7-15-16 to 6-30-17, not to exceed 100 hours, at \$49.00 per hour. Funding source is Perkins Funds.

Shand, Herbert O, Mr. Shand will be conducting duties surrounding academic support with targeted student population in order to increase student engagement in academic support programs being offered in the Student Success Center in order to enhance student success and retention with the targeted student populations, 7-15-16 to 12-31-16, not to exceed 422 hours, at \$49.00 per hour. Funding source is Student Equity General Funds.

Slusser, Michael, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Smith, Deborah, Ms. Smith will be working with the Veterans Resource Center (VRC), Guardian Scholars Program (Foster Youth), and programs targeting basic skills students to offer pre-assessment workshops to more accurately place veterans, foster youths and other targeted populations in basic skills and transfer courses, 7-15-16 to 8-12-16, not to exceed 98 hours, at \$49.00 per hour. Funding source is Mathematics General Fund.

Smith, Deborah, Ms. Smith will be working with the Veterans Resource Center (VRC), Guardian Scholars Program (Foster Youth), and programs targeting basic skills students to offer pre-assessment workshops to more accurately place veterans, foster youths and other targeted populations in basic skills and transfer courses, 8-16-16 to 12-31-16, not to exceed 198 hours per semester, at \$49.00 per hour. Funding source is Mathematics General Fund.

Smith, Julia, to substitute for the Big Bear Program Coordinator as needed, 7-15-16 to 6-30-17, not to exceed 40 hours, at \$49.00 per hour. Funding source is Big Bear General Funds.

Vecchio, Anthony, on-site Coordinator for the Big Bear Program, to oversee the operations, work with faculty, proctor exams, monitor equipment and help with assessment as needed, 7-15-16 to 6-30-17, not to exceed 452 hours, at \$49.00 per hour. Funding source is Big Bear General Funds.

Wheeler, James, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

Williams, Christopher, Counseling Department, Counseling, 7-18-16 to 12-15-16, not to exceed 278 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Williams, Mark, Non-instructional pay for high schools and ROP articulation meetings/agreements, 07-18-16 to 12-23-16, not to exceed 10 hours, at \$49.00 per hour. Funding source Ready to Accelerate My Pathway Grant (RampUp).

Wilson, Nancy, will participate in a workshop focused on improving instructor understanding of the English 015 final exam and improving instructional methods during the semester to boost student success on the exam, 7-27-16, not to exceed 3 hours, at \$49.00 per hour. Funding source is Student Equity Funds.

### District

Gilbert, Jeremiah, to participate on Program Review Team Visit, \*6-22-16, not to exceed 6 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds.

Gilbert, Jeremiah, to serve on the Interview Hiring Committee, \*6-1-16 to 6-30-16, not to exceed 7 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds.



Gilbert, Jeremiah, to research and develop a draft implementation plan for adding an International Program at San Bernardino Valley College, 7-15-16 to 8-12-16, not to exceed 80 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds. This corrects the June 9, 2016, board item to replace the stipend amount.

Gilbert, Jeremiah, to research and develop a draft implementation plan for adding an International Program at San Bernardino Valley College, 8-15-16 to 12-16-16, not to exceed 280 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds.

Gilbert, Jeremiah, to serve on the Interview Committee, 7-1-16 to 7-31-16, not to exceed 7 hours at \$49.00 per hour. Funding source is District Unrestricted One-Time Funds.

Sogomonian, Nori: 2.0 hours of non-instructional pay at \$49.00 per hour on \*April 22, 2016, for administering the bilingual test. Funding source is Human Resources General Fund.

Burnham, Lorrie: 3.0 hours of non-instructional pay at \$49.00 per hour on \*June 1, 2016, for interviews. Funding source is Human Resources General Fund.

Holder, Patricia: 2.5 hours of non-instructional pay at \$49.00 per hour on June 2, 2016 for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

Banola, Erwin John: 2.5 hours of non-instructional pay at \$49.00 per hour on June 2, 2016 for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

Jackson, Dennis: 4 hours of non-instructional pay at \$49.00 per hour on June 13, 2016 for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

Maurizi, Tamara: 4 hours of non-instructional pay at \$49.00 per hour on June 13, 2016 for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

Lee, Dirkson: 2 hours of non-instructional pay at \$49.00 per hour on June 13, 2016 for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

Burnham, Lorrie: 2 hours of non-instructional pay at \$49.00 per hour on June 23, 2016 for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

\*Necessary paperwork not completed timely

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of Professional Expert, Short-Term, and Substitute Employees.

**OVERVIEW**

The following list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval.

**ANALYSIS**

Approval of Professional Expert, Short-Term, and Substitute Employees is essential to the operation and needs of the District.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2016-17 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Professional Expert Hourly Employees**

**July 14, 2016**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Garcia, Catherine	Marketing	CHC	Staff Writer/Photographer	7/1/16	12/30/16	\$20.00
Fuller, Brent	Public Safety & Emergency Services	CHC	Lab Inst/Primary Inst/EMS Specialist	7/15/16	12/31/16	\$20.00/\$25.00/ \$30.00
Sarmiento, Ruben	Public Safety & Emergency Services	CHC	Lab Inst/Primary Inst/EMS Specialist	7/15/16	12/31/16	\$20.00/\$25.00/ \$30.00
Bouzidi, Noor	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
DeAmaya, Brenda	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Deshler, John	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Jauregui, Martha	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Lair, Helen	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Macias, Roxanne	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Miller, Kimberly	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Miller, Marissa	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Rudoy, Alexandra	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Villavicencio, Derek	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
VonSydow, Kathryn	Tutoring Center	CHC	Tutor II	8/1/16	12/23/16	\$12.00
Moore, Alisa	Chancellor's Office	DIST	Public Information Specialist	7/1/16	12/31/16	\$65.00
Gondos, Al	KVCR	DIST	Editor	7/1/16	12/31/16	\$30.00

Chavarin, Jorge	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/16	12/31/16	\$50.00
Gipson, Daniel	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/15/16	12/31/16	\$50.00
Olma, Tayte	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/15/16	12/31/16	\$40.00
Phillip, Laure	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/16	12/31/16	\$50.00
Cruz, Jose Michael	Applied Technology, Transportation, Culinary Arts Division/Water Supply	SBVC	Tutor II	7/18/16	12/15/16	\$12.00
Wessels, Kathy	ART	SBVC	Special Event Planner	8/16/16	12/23/16	\$25.00
Anderson, Kayjay	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Avalos-Uribe, Luis	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Bagheri, Madhi	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Brewer, Mary Margaret	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Chan, Daphne	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Daneshvar, Parisa	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Dunmire, Benjamin	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00

Estrada, Michelle	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Hannalla, Peter	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Hanson, Steven	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Haue, Monirul	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Hunt, Ezra	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Ibarra-Madriral, Myra	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Kemper, Faith	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Khan, Sadia	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
LaGuardia, Erik	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Marin, Jennifer	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Martinez, Marvin	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Moreno, Liliana	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Phipps, Valiant	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00

Rivera, Jorge	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Ruiz, Xavier	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Smith, Michelle	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Valencia, Armando	Basic Skills Committee-Instruction Office	SBVC	Tutor II	8/16/16	12/16/16	\$12.00
Bowens, Nia	Counseling & Matriculation	SBVC	Program Assistant	7/15/16	12/31/16	\$20.00
Boyd, John	Counseling & Matriculation	SBVC	Program Assistant	7/16/16	12/31/16	\$20.00
Tillman, James	Counseling & Matriculation	SBVC	Program Assistant	7/18/16	12/31/16	\$20.00
Powell, Sophroniadenee	Disabled Student Programs & Services	SBVC	Interpreting/Translating III	8/12/16	12/31/16	\$18.00
Fortner, Lourena	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Fracicelli, Kerry Andres	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Geerer, Sheri	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Herrera, Jared	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Melendez, Tatum	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Romero, Yvette	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00

Sesmas, Noemi	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Torrez, Janielle	Disabled Student Programs & Services	SBVC	Interpreting/Translating IV	8/12/16	12/31/16	\$15.00
Irris, Dudley	English	SBVC	Tutor III	7/1/16	12/31/16	\$14.00
Arteage, Elisa	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Bolivar, Luis Fernando	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Bradley, Vernon	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Cervantes, Charles	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Cooper, Wanda	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Crain, Daniel	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Dixon, Karen	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Harville-Washington, Gwendolyn	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Hosea, Keith	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Lane, Wandalyn	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Razo, Jorge	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Tyler, Ida	Foster & Kinship Care Education	SBVC	Foster Parenting Education	7/15/16	12/31/16	\$45.00
Esclovon-Dester, Lionel	Human Services	SBVC	Training Specialist	7/15/16	5/23/16	\$19.00
Nash, Leah	Police Academies	SBVC	Facilitator/Evaluator/Safety Facilitator	7/14/16	12/31/16	\$35.00/\$105 per session/\$25.00

Metu, Nlemchi	STAR Program	SBVC	Tutor II/Program Specialist	8/16/16	12/31/16	\$12.00
Segura, Richard	Science Division	SBVC	Tutor II	7/1/16	8/4/16	\$12.00
Halliburton, Pierce	Fine Arts	CHC	Arts Day	5/1/16	5/30/16	\$12.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Short-Term Hourly**

**July 14, 2016**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Alcala, Diego	Admin Services/Aquatics	CHC	Lifeguard	7/14/16	12/31/16	\$12.00
Miles, Taylor	Aquatics/Admin Services	CHC	Lifeguard	7/1/16	12/31/16	\$12.00
Blackford, Bob	Art	CHC	Model Undraped	8/16/16	12/16/16	\$16.00
Clark, Kiiana	Art	CHC	Model Undraped	8/16/16	12/16/16	\$16.00
Martin, David	Art	CHC	Model Undraped	8/16/16	12/16/16	\$16.00
Collette, Brandon	Counseling	CHC	Project Assistant I	7/18/16	8/12/16	\$10.00
Lawson, Cassidy	Counseling	CHC	Project Assistant I	7/18/16	8/12/16	\$10.00
McDonald, Candace	Counseling	CHC	Project Assistant I	7/18/16	8/12/16	\$10.00
Oliver, Brandon	Counseling	CHC	Project Assistant I	7/18/16	8/12/16	\$10.00
White, Bryan	Counseling	CHC	Project Assistant I	7/18/16	8/12/16	\$10.00
Wood, Jill	Counseling	CHC	Project Assistant I	7/18/16	8/12/16	\$10.00
Cabrales, Damien	Marketing	CHC	Project Assistant	7/1/16	12/31/16	\$14.00
Neuharth, Rose	Art	SBVC	Model Undraped	8/16/16	12/16/16	\$16.00
Christian, Melissa	Research & Planning	SBVC	Project Assistant III	7/15/16	12/31/16	\$14.00



DeLeon, Nicholas	STAR Program/TRIO	SBVC	Tutor III/Program Specialist/English	8/15/16	12/31/16	\$14.00
Graig, Carl	STAR Program/TRIO	SBVC	Tutor III/Program Specialist/English	8/15/16	12/31/16	\$14.00
Long, Janet	STAR Program/TRIO	SBVC	Tutor III/Program Specialist/English	8/15/16	12/31/16	\$14.00
Williams, Mariam	Assessment	CHC	Project Assistant III	7/15/16	12/31/16	\$14.00
Vasquez, Esmeralda	Research & Planning	TESS	Project Assistant II	7/5/16	9/16/16	\$12.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**July 14, 2016**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>	<b>Justification</b>
Book, Paula J	Child Development Center	CHC	Child Development Teacher	4/1/16	6/10/16	\$19.21	Ext: On call for Sick/Vac Coverage
Scott, Mary	Child Development Center	CHC	Child Development Teacher	4/1/16	6/10/16	\$19.21	Ext: On call for Sick/Vac Coverage
Demers, Dora	Counseling	CHC	Secretary II	5/23/16	6/17/16	\$18.41	Extension: On call vacancy in active recruitment/sick/vacation coverage.
Villegas, Manuel	Financial Aid	CHC	Clerical Assistant I	6/1/16	6/30/16	\$13.69	New: Vacancy. In recruitment.
Villegas, Manuel	Financial Aid	CHC	Clerical Assistant I	7/1/16	8/31/16	\$13.69	New: Vacancy. In recruitment.
Sullivan, Jordan	Student Services	CHC	Student Services Technician I	6/20/16	6/30/16	\$17.09	Ext: Vacancy. In recruitment.

Sullivan, Jordan	Student Services	CHC	Student Services Technician I	7/1/16	8/31/16	\$17.09	Ext: Vacancy. In recruitment.
Effort, Ninfa	Business Services	DIST	Account Clerk II	6/20/16	6/30/16	\$17.09	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Lappham, Garrett	KVCR	DIST	Broadcast Tech	7/1/16	9/1/16	\$20.82	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Taylor, Alyssa	Police	DIST	Campus Security Officer	6/5/16	8/4/16	\$16.69	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Duran, Ricardo	Police	DIST	College Security Officer	6/25/16	8/24/16	\$16.69	Ext: On call for Sick/Vac Coverage
Martinez, Anabel	Administrative Services	SBVC	Account Clerk I	7/27/16	8/19/16	\$15.48	New: On Call for sick/vacation coverage.
Mills, Lawrence	Applied Technology	SBVC	Tool Room Specialist	6/6/16	6/30/16	\$15.48	Extension: On call for sick/vacation/LOA Coverage and for vacancy PCN C124303 in active recruitment.
Jamie Skipper	Athletics	SBVC	Athletic Trainer	6/14/16	6/30/16	\$23.00	Ext: On Call for sick/vacation coverage.
Garcia, Albert	Campus Technology Services	SBVC	Technology Support Specialist II	7/1/16	9/1/16	\$28.01	New: Vacancy in active recruitment
Munoz-Rios, Nelly	Child Development Center	SBVC	CD Assistant	7/1/16	8/29/16	\$13.35	New: Vacancy in active recruitment.
Acosta, Priscilla	Child Development Center	SBVC	CDC Assistant	7/1/16	8/29/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.

Book, Paula J	Child Development Center	SBVC	CDC Assistant	4/6/16	6/5/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Huizar, Lena	Child Development Center	SBVC	CDC Assistant	7/1/16	8/29/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Munoz-Rios, Andrea	Child Development Center	SBVC	CDC Assistant	7/1/16	8/29/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Polynter, Wonder	Child Development Center	SBVC	CDC Assistant	7/1/16	8/29/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Ramirez Jazmin, Lucia	Child Development Center	SBVC	CDC Assistant	7/1/16	8/29/16	\$13.35	New: On Call vacancy in active recruitment/sick/vacation coverage.
Scott, Mary	Child Development Center	SBVC	CDC Assistant	4/6/16	6/5/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Scott, Mary	Child Development Center	SBVC	CDC Assistant	7/1/16	8/29/16	\$13.35	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Reynolds, Rebecca	Child Development Center	SBVC	CDC Teacher	7/1/16	8/29/16	\$19.21	Ext: On Call vacancy in active recruitment/sick/vacation coverage.

Rojas, George	Child Development Center	SBVC	Clerical Assistant	7/1/16	8/29/16	\$13.69	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Ramirez Islas, Cosme George	Child Development Center	SBVC	Child Development Assistant	7/1/16	8/29/16	\$13.35	Extension: On call vacancy in active recruitment/sick/vacation coverage.
Smith, Love	Child Development Center	SBVC	Child Development Assistant	5/16/16	6/30/16	\$13.35	Extension: On call vacancy in active recruitment/sick/vacation coverage.
Tamayo, Matty	Child Development Center	SBVC	Child Development Assistant	6/7/16	6/30/16	\$13.35	Ext: On Call for sick/vacation coverage.
Carlin, Rebecka	Child Development Center	SBVC	Child Development Teacher	7/1/16	8/29/16	\$19.21	Extension: On Call for sick/vacation coverage.
Chi, David	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Hernandez, Amber	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Molina, Freddie	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Flores, Jason	Custodial	SBVC	Custodian I	7/1/16	8/29/16	\$15.87	Ext: Vacancy. In recruitment.
Mulgado, Irene	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Pinedo, Vanessa	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.

Ritchie, Ernest	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	New: On Call vacancy in active recruitment/sick/vacation coverage.
Smith, Frederick	Custodial	SBVC	Custodian	7/1/16	8/29/16	\$15.87	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Chow-Torres, Michelle	Financial Aid	SBVC	Clerical Assistant II	7/1/16	9/1/16	15.11	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Morris, Dorothy	Food Service	SBVC	Food Service Worker	7/1/16	8/29/16	\$12.71	Ext: On Call for sick/vacation coverage.
Rykbos, Tiffany	Food Services	SBVC	Food Service Worker	7/1/16	8/29/16	\$12.71	Ext: On call for sick/vacation/LOA coverage.
Garcia, Cynthia	Food Services	SBVC	Food Service Worker I	7/1/16	8/29/16	\$12.71	Ext: On Call for sick/vacation coverage.
Ferro, Dorothy	Nursing	SBVC	Administrative Secretary	6/13/16	6/30/16	\$20.32	Extension: On Call vacancy in active recruitment/sick/vacation coverage.
Jensen, Jennifer	Financial Aid	CHC	Financial Aid Specialist	7/1/16	8/31/16	\$20.82	Extension: Vacancy
Hall, Suzan	Health & Wellness	CHC	Secretary II	7/5/16	9/2/16	\$18.41	New: Vacancy
Demers, Dora	Health & Wellness	CHC	Secretary II	7/5/16	9/2/16	\$18.41	New: Vacancy

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Retreat Rights for Management Employee

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve administrator retreat rights for Richard Hogrefe.

### **OVERVIEW**

Richard Hogrefe, Division Dean, Instruction, CHC, will exercise his retreat rights and return to his position as Instructor, Communications, CHC, Faculty Salary Schedule to be determined upon work experience and education. 177 days, effective July 1, 2016.

### **ANALYSIS**

Mr. Hogrefe has elected to exercise his retreat rights and return to a faculty position per his employment agreement.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Temporary Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the temporary academic appointments of Daniel Comiskey, Deana Kelly-Silagy, Kimberly Wingson, Earline Glover, Rebecca Mendez, Elizabeth Banuelos, Tahira El-Sherif, Evelyn Luna, Heather Johnson, Yecica Bernardo and Tammy Preston.

### **OVERVIEW**

The employees on the attached list are submitted for approval.

### **ANALYSIS**

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

### **BOARD IMPERATIVE**

I. Institutional Effectiveness.

### **FINANCIAL IMPLICATIONS**

Included in the 2016-2017 budget.

Temporary Academic Appointments  
July 14, 2016

Daniel Comiskey, Temporary Instructor, Welding, SBVC, effective July 1, 2016. 115 days of service. Salary placement Range D step 4 at \$327.80 per day. Replaces Eddie Sanker. Funding Source is SBVC General Funds.

Deana Kelly-Silagy, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Kimberly Wingson, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Earline Glover, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Rebecca Mendez, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Elizabeth Banuelos, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Tahira El-Sherif, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Evelyn Luna, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Heather Johnson, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Yecica Bernardo, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.

Tammy Preston, Counselor, SBVC, effective July 18, 2016 through December 30, 2016. Salary placement to be determined upon verification of education and experience. New position. Funding Source Student Services and Support Programs.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of 2016-2019 SBCCD Enrollment Management Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2016-2019 SBCCD Enrollment Management Plan (DEMP).

### **OVERVIEW**

The SBCCD Enrollment Management Plan is a three-year plan designed to support and enhance the District's mission, goals and objectives. It is intended to align with the District Strategic Plan and be updated accordingly. District level enrollment management planning is designed to support the college plans by providing resources, coordinating efforts, increasing communication, and sharing data in order to help the colleges achieve their goals. The strategies and targets developed will consider SBCCD's resource allocation model and be focused on student success.

San Bernardino Valley College and Crafton Hills College each have an enrollment management plan designed to meet college enrollment goals. The responsibility for establishing and achieving specific enrollment objectives rests with each college. Enrollment strategies and objectives can be found in the individual plans for the colleges. Those plans have been shared with the District Enrollment Management Committee at length and are summarized in the DEMP under Evidence & Statistical Data.

### **ANALYSIS**

This plan was submitted to the Board of Trustees for a first read on June 9, 2016. Following the first read, Trustee Williams asked for clarification of the planning term, "Assumptions". We are pleased to advise that the following modification, shown in red in the following paragraph, has been added to the DEMP on pages 9-10 in response.

#### **"PLANNING ASSUMPTIONS**

A common model of developing planning assumptions, building strategies to support those assumptions, expecting certain outcomes, and assessing outcomes has been used for this plan and is part of the SBCCD integrated

planning process. Planning assumptions are factors that are considered true, real, or certain for the purpose of creating a shared understanding of the plan. The assumptions were used to inform the development of the enrollment management plan. The following are the most current assumptions using data received from internal and external sources.”

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

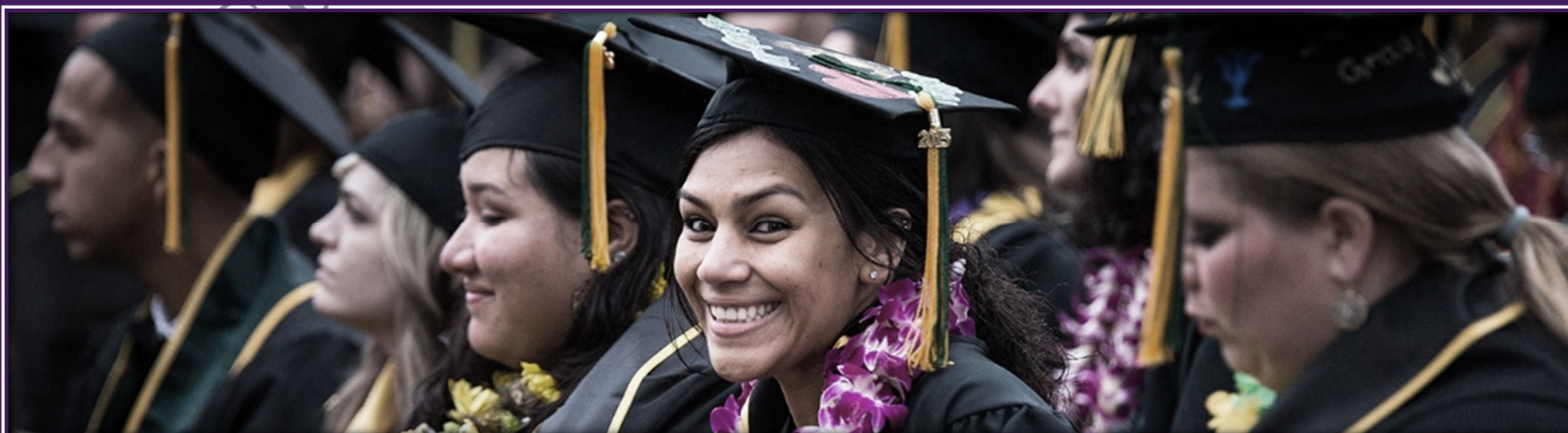


ST Approved

# Enrollment Management Plan

San Bernardino Valley College ♦ Crafton Hills College

**2016-2019**



# DISTRICT OVERVIEW

## **Mission**

We transform lives through the education of our students for the benefit of our diverse communities.

## **Vision**

SBCCD will be most known for student success.

- Our educational programs and services will be highly sought after.
- Our students will be the most preferred by four-year institutions and employers.
- Our students will have the highest graduation rates at four-year institutions.
- Our students will have the highest employment rates in our communities.
- Our district will be the gateway to pathways and opportunities for a brighter future.
- Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities.
- Our employees will want to be here, love working here, and go above and beyond for student success.

## **Values**

Service, Integrity, Collaboration, Innovation, Quality

## **Strategic Goals**

Goal 1: Student Success – Provide the programs and services necessary to enable all students to achieve their educational and career goals.

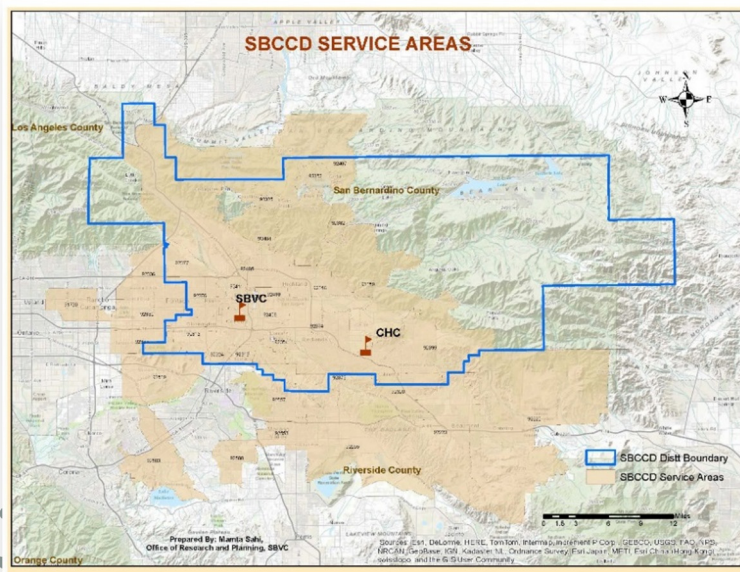
Goal 2: Enrollment and Access – Increase access to higher education for populations in our region.

Goal 3: Partnerships of Strategic Importance – Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Goal 4: District Operational Systems – Improve the District systems to increase administrative and operational efficiency and effectiveness.

# San Bernardino Community College District Enrollment Management Plan 2016-2019

San Bernardino Valley College        Crafton Hills College



*District Enrollment Management Committee: Vice Chancellor of Business & Fiscal Services Jose Torres, Chair; Executive Director of Institutional Effectiveness, Research, & Planning Keith Wurtz; Director, Fiscal Services Larry Strong; Business Manager Steve Sutorus; SBVC President Gloria Fisher; CHC President Cheryl Marshall; SBVC Vice President of Administrative Services Scott Stark; CHC Vice President of Administrative Services Mike Strong; SBVC Vice President of Instruction Haragewen Kinde; CHC Vice President of Instruction Bryan Reece; SBVC Vice President of Student Services Ricky Shabazz; CHC Vice President of Student Services Rebecca Warren-Marlatt; SBVC Academic Senate Appointee Jeremiah Gilbert; CHC Academic Senate Appointee Denise Allen-Hoyt; SBVC Classified Senate Appointee Aaron Beavor; CHC Classified Senate Appointee, Kathy Wilson, CTA Appointee Walt Chatfield; CSEA Appointee Rosemarie Hansen; SBVC Dean of Institutional Effectiveness, Research, & Planning James Smith; CHC Interim Dean of Institutional Effectiveness, Research, & Planning Giovanni Sosa; SBVC Director of Marketing & Public Relations Paul Bratulin; CHC Director, Marketing & Public Relations Donna Hoffmann*

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Submitted for BOT Approval

# PLAN PURPOSE

## Definition

The SBCCD Enrollment Management Plan is a three-year plan designed to support and enhance the District's mission, goals and objectives. It is intended to align with the District Strategic Plan and be updated accordingly. District level enrollment management planning is designed to support the college plans by providing resources, coordinating efforts, increasing communication, and sharing data in order to help the colleges achieve their goals. The strategies and targets developed will consider the District's resource allocation model and be focused on student success.

## Objective

1. To be a living document that accomplishes the following in a comprehensive and integrated manner:
  - Aligns with the colleges' strategic and educational plans and serves as a guide for enrollment planning at the college level.
  - Supports the District's strategic plan and informs the District's budget and staffing plans
  - Supports the colleges', strategic, enrollment, and educational plans.
  - Incorporates board imperatives as appropriate.
  - Provides for sufficient input from major constituency groups.
  - Balances strategic scope with measurable objectives/outcomes.
2. To make recommendations to chancellor's cabinet on enrollment management initiatives and strategies to support the achievement of annual enrollment goals.
3. To make recommendations to the District Budget Committee regarding annual enrollment goals to be incorporated into the Resource Allocation Model.

## Timeline

Month	Task
September	Review District Enrollment Management Plan (DEMP), and develop/prioritize action plan for the year.  Assess and develop FTES targets, include developmental budget support for targets, and forward recommendations to DBC.  Provide marketing and outreach support to support growth targets in the following year.

Month	Task
October-December	<p>Continue to review DEMP and monitor development/progress of action plan.</p> <p>Presentation of college marketing and enrollment management plans, including any new programs being considered by the colleges, to the DEMC.</p>
January	<p>Receive and review estimated funded growth from State Governor's proposed budget.</p>
February	<p>Develop enrollment recommendations and communicate same to the colleges, District Budget Committee, Staffing Plan Committee &amp; Chancellor's Cabinet.</p> <p>Analyze enrollment data to determine if academic-year schedule met agreed-upon targets for FTES and efficiency, and communicate results to colleges.</p> <p>Provide marketing and outreach support for the following year growth targets.</p>
March-April	<p>Review the DEMP, and monitor action plan for the year.</p> <p>Colleges collaborate with District to develop targets for the following year and present to the DEMC.</p> <p>Provide marketing and outreach support to support growth targets in the following year.</p>
May	<p>Recommend district marketing support based on enrollment goals.</p>
June	<p>Review Governor's revised proposed budget and make enrollment recommendations to colleges, District Budget Committee, Staffing Plan Committee &amp; Chancellor's Cabinet.</p>
July	<p>No scheduled action.</p>
August	<p>Based on the California Community College Chancellor's Office Budget Workshop, make final adjustments to the enrollment recommendations to colleges, District Budget Committee, Staffing Plan Committee &amp; Chancellor's Cabinet.</p>

*Note: The DEMC will continuously monitor FTES targets for the current and following year.*



### Relation of District Plan to College Plans

San Bernardino Valley College and Crafton Hills College each have an enrollment management plan designed to meet college enrollment goals. The responsibility for establishing and achieving specific enrollment objectives rests with each college. Enrollment strategies and objectives can be found in the individual plans for the colleges.

### Plan Alignment Crosswalk

		SBCCD Enrollment Management Plan Goals	
		1. Provide the data and information SBCCD and Colleges need to inform enrollment management decision-making.	2. Develop recommendations to support the achievement of SBCCD and colleges' enrollment management goals.
<b>SBCCD Strategic Plan Goals</b>	<b>Goal 1: Student Success</b> Provide the programs and services necessary to enable all students to achieve their educational and career goals.	✓	✓
	<b>Goal 2: Enrollment and Access</b> Increase access to higher education for populations in our region.	✓	✓
	<b>Goal 3: Partnerships of Strategic Importance</b> Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.	✓	
	<b>Goal 4: District Operational Systems</b> Improve the District systems to increase administrative and operational efficiency and effectiveness.	✓	✓

## GOALS

<b>Goal 1: Provide the data and information SBCCD and colleges need to inform enrollment management decision-making.</b>	
<b>Objectives</b>	<b>Strategies</b>
<p><b>1.1:</b> Work with colleges to develop a data-driven report that can be disaggregated by college, division, department, discipline, and course that allows the district and each college to estimate FTES, cost, and the possible revenue generated from each section offered.</p>	<p><i>Identify and obtain software/data warehouse needed to create the data-driven reports</i></p> <p><i>Identify each data point needed in report such as loads of FT faculty for each college and base salaries, the amount of overload taught by each FT faculty member, the overload rate for each faculty member, and the teaching load for all PT faculty with individual hourly rates</i></p> <p><i>In addition, the report will also include other costs like equipment, instructional aides, technology, and facilities</i></p> <p><i>Continuously evaluate the effectiveness of the data-driven report to plan for scheduling on an annual basis and revise as needed</i></p> <p><i>Provide colleges with research to inform the prioritization of the most effective marketing and outreach strategies for increasing FTES in relation to cost</i></p> <p><i>Develop survey that students can take when they drop courses to collect information on why they are dropping course</i></p> <p><i>Provide data and results from survey to colleges to help inform the development of college intervention strategies</i></p> <p><i>Obtain high school graduation rate data</i></p> <p><i>Obtain percent of population attending college data</i></p>
<p><b>1.2:</b> Work with colleges to develop a data-driven report that can be disaggregated by college, division, department that allows the district and each college to measure space utilization.</p>	<p><i>Obtain space utilization data</i></p> <p><i>Share space utilization data with district and colleges</i></p> <p><i>Support the development of college specific space utilization strategies to maximize efficiency</i></p>
<p><b>1.3:</b> Work with colleges to identify the needs of the community and establish SBCCD role in supporting the colleges in meeting those needs.</p>	<p><i>Provide research to colleges and the EDCT to support strategies for meeting community needs as prioritized by the colleges</i></p> <p><i>Support colleges moving forward with identified community needs</i></p>
<p><b>1.4:</b> Work with colleges to develop Student Educational Plans (SEP) Informer reports and/or dashboards that can be used by the colleges to inform scheduling.</p>	<p><i>Work with colleges to identify data points needed in Informer reports and dashboards such as term, day of week, time of day, section enrollment caps, and number of enrollments planned</i></p> <p><i>Work with student services, instruction and research from both colleges to develop student demand Informer reports and/or dashboards</i></p>

<b>Goal 2: Develop recommendations to support the achievement of SBCCD and colleges' enrollment management goals.</b>	
<b>Objectives</b>	<b>Strategies</b>
<p><b>2.1:</b> Work with colleges to develop a five-year Credit FTES growth plan for the SBCCD and each college and recommend annual Credit FTES targets to the budget committees, chancellor's cabinet, staffing plan and the colleges.</p>	<p><i>Recommendations should be aligned with SBCCD strategic plan</i></p> <p><i>Recommendations for growth should be supported with developmental budget targets, funding required to achieve the growth targets, and the staff required to support the growth</i></p> <p><i>Members of the DEMC will regularly communicate and collaborate with the enrollment management and budget committees at both colleges on recommended and projected annual FTES</i></p> <p><i>Maximize the funding from the state growth allocation</i></p> <p><i>SBVC to maintain at least 10,500 Credit FTES and continuing growth at CHC to reach 5,000 Credit FTES.</i></p> <p><i>Closely monitor the impact of unfunded or unachieved Credit FTES on the overall budget and develop strategies for reducing the impact of unfunded or unachieved Credit FTES</i></p> <p><i>If one college cannot use its growth allocation, while the other college can exceed its allocation, based on mutual agreement, the Credit FTES will be shifted so the district can maximize state growth allocation</i></p>
<p><b>2.2:</b> Work with colleges to develop a five-year productivity (e.g. WSCH/ FTEF ratio, fill rate) credit target for SBCCD and each college.</p>	<p><i>Work with colleges to establish WSCH/FTEF ratio targets for each college on annual basis that generates enough money to cover the cost of offering classes (e.g. 525)</i></p> <p><i>Work with colleges to establish fill rate targets for each college on annual basis to ensure a high enough productivity to support the costs of offering classes (e.g. 80% to 90%)</i></p>
<p><b>2.3:</b> Provide marketing support to each college and align support with developed strategies.</p>	<p><i>Support colleges in the development of strategies to coordinate outreach to feeder schools, marketing, and retention efforts</i></p> <p><i>Allocate funds to assist with college marketing and outreach in the fall to help reach growth targets in the following year</i></p>

## PLANNING ASSUMPTIONS

A common model of developing planning assumptions, building strategies to support those assumptions, expecting certain outcomes, and assessing outcomes has been used for this plan and is part of the SBCCD integrated planning process. **Planning assumptions are factors that are considered true, real, or certain for the purpose of creating a shared understanding of the plan. The assumptions were used to inform the development of the**

**enrollment management plan.** The following are the most current assumptions using data received from internal and external sources.

- The economy is unpredictable;
- The District's funding cap determined by the state is subject to frequent change;
- The District will pursue marketing strategies to support FTES goals;
- The FTES target must be within a flexible range to increase or decrease based on information from the State regarding the budget;
- The FTES targets for the Colleges in the District must be within a flexible range to increase or decrease based on information from the State and the District regarding the budget;
- The FTES targets for the Colleges must attempt to maximize and balance the benefits to each college;
- The Resource Allocation Model will be followed by the District and the Colleges;
- CSU/UC's are unpredictable in their enrollment actions;
- The colleges will focus on evidence to inform the scheduling of its programs and courses;
- The District will closely monitor the impact of unfunded or unachieved FTES on the overall budget and develop strategies for reducing the impact of unfunded or unachieved FTES;
- The District will regularly communicate and collaborate with the Enrollment Management and Budget Committees on recommended and projected annual FTES;
- Enrollments are constrained by facility and staff availability.
- Legislative mandates such as state growth and BOG Waiver changes need to be monitored on an ongoing basis.
- The meeting of growth targets is directly related with the financial, personnel, marketing, and outreach support

## EVIDENCE & STATISTICAL DATA

### College Brain Trust Reports

In January 2014 the CBT completed the Resource Allocation and Utilization Report that examined the Resource Allocation Model (RAM), the deficit spending trend at Crafton Hills College, and long term planning to align enrollment growth to facility growth. The following recommendations and information specific to enrollment management planning is summarized below and was used to inform the District Enrollment Management Plan. The complete CBT Resource Allocation and Utilization Report is available at the following link: [www.sbccd.org/bfs/cbt-resource-rpt](http://www.sbccd.org/bfs/cbt-resource-rpt).

- The District should consider establishing an FTES growth plan that strengthens the entire District over time

- Crafton is a small college and faces greater pressure from the impact of fixed costs on its available revenues
- The projected increase in facilities at Crafton, absent a plan to grow FTES, will cause increased deficit spending over time
- Allowing CHC to increase their FTES over time at a faster rate than SBVC will benefit CHC, SBVC and the District
- Strengthen the linkage of the Educational Master Plans, Capital Outlay Master Plan, and Technology Master Plan to guide the annual resource allocation as well as to forecast cost for new buildings, coordinate enrollment management plans and forecast major technology costs for the District
- SBCCD set productivity goals along with FTES goals for each of the colleges

In addition to the January 2014 Resource Allocation and Utilization Report CBT also completed the October 2014 Enrollment Management Report that examined FTES goal distribution between the two colleges and recommendations on how to increase instructional productivity. The following recommendations and information specific to enrollment management planning is summarized below and was used to inform the District Enrollment Management Plan. The complete CBT Enrollment Management Report is available at the following link: [www.sbccd.org/bfs/cbt-enrollment-rpt](http://www.sbccd.org/bfs/cbt-enrollment-rpt).

- If possible, never leave any funded FTES "on the table"
- If one college cannot use its growth allocation, while the other college can exceed its allocation, the FTES must be shifted so that the district can maximize revenue
- Both FTES goals and productivity (i.e. WSCH/FTEF ratio) goals need to inform budget development
- A college WSCH/FTEF ratio of 525 indicates that the college is generating enough money to cover the cost of offering classes
- The minimum fill rate to ensure a minimum efficiency level is 80%
- Approximately, a 90% fill rate would ensure a high enough productivity level to support the costs of offering classes
- Not all divisions can reach the 525 WSCH/FTEF, however, what is important is that collectively the college obtains the 525 WSCH/FTEF ratio
- The District FTES allocations to the two colleges needs to include a productivity goal
- SBVC needs to achieve a size of greater than 10,000 FTES and CHC needs to exceed 5,000 FTES by 2020
- Easiest method to raise the funded FTES at CHC with least impact on SBVC is for the district to access and direct above cap growth and restoration funds to CHC
- Develop a database to support the distribution of the following information to help each college in enrollment planning: loads of FT faculty for each college and base salaries, the amount of overload taught by each FT faculty member the overload rate for that faculty member, and the teaching load for all PT faculty, with individual hourly rates

## Environmental Scan Report, Labor Market, and Educational Trends

The environmental scan was completed by Economic Modeling Specialists International (EMSI) and provides an outline of the economy in San Bernardino and Riverside Counties and provides a gap analysis to indicate how well SBCCD's program offerings satisfy regional workforce demand. The report also offers recommendations for new program development. The summary of the environmental scan below is not inclusive of everything provided in the report and focuses on general trends for the region. The full report is available at the following link:

[http://www.sbccd.org/research/Institutional\\_Effectiveness/Planning\\_Documents](http://www.sbccd.org/research/Institutional_Effectiveness/Planning_Documents).

- The population of the SBCCD Economic Region has increased by nearly 33% since 2001, growing more than the state of California (12%) or the United States (12%). The population growth in the SBCCD Economic Region is projected to slow, increasing by an additional 10% between 2015 and 2024.
- The SBCCD Economic Region exceeds national averages for all population cohorts aged Under 5 years to 44 years old. There are 5.7% more people aged 44 years and younger in the SBCCD Economic Region relative to the national averages.
- Roughly 2.0 million residents of the SBCCD Economic Region are White, Hispanic, equal to 45% of the total regional population. The SBCCD Economic Region has nearly twice as many White, Hispanic as the national average, but the SBCCD Economic Region has only about half as many White, Non-Hispanic residents than the national average.
- San Bernardino and Riverside Counties have higher percentages of the population below the poverty line than California or the nation. Only San Bernardino County has lower median household income than the nation.
- Employment in the SBCCD Economic Region grew faster the population (38% growth), and is expected to grow by another 21% by 2024.
- Government leads all industries in terms of total regional earnings with \$19.6 billion (21%), followed by Health Care & Social Assistance (\$9.4 billion or 10%) and Retail Trade (\$6.6 billion or 7%). Government also leads all industries in terms of value added with \$24.1 billion (18% of GRP), followed by Manufacturing (8% of GRP).
- The three largest industry sectors in terms of employment in the SBCCD Economic Region are Government, Health Care & Social Assistance, and Retail Trade. Together these sectors make up 693,774 jobs, or approximately 38% of total regional employment in 2015.
- Between 2015 and 2024, the occupations with the highest number of average annual job openings for workers will occur in sales & related occupations, office & administrative support occupations, and transportation & material moving occupations.
- The population of the SBCCD Economic Region is less educated than that of the nation as a whole. The percentage of the adult population with a high school diploma or less is 48%, higher than the national average of 44%, but the population with an

associate's degree or higher is 27%, meaning there is an opportunity for educators in the SBCCD Economic Region to boost the percentage of adults with an associate's degree or higher.

- While crime in the SBCCD Economic Region has declined over the past 10 years, the average total crime rates in both San Bernardino County and Riverside County have exceeded the state crime rates since 2011. In 2012, the estimated cost per inmate for the state of California was greater than \$250,000.

### **College Enrollment Plans**

*Crafton Hills College Enrollment Management Plan Summary.* Crafton is currently working on revising and updating its Enrollment Management Plan. The purpose of Crafton's Enrollment Management Plan is to address the recruitment, admission, retention, and success of students. The overall goal of the committee is to develop processes and strategies to predict and manage enrollment at the campus and program level. To achieve the above referenced purpose, specific goals have been developed that address specific facets of enrollment management, each aligned with the goals of CHC's Educational Master Plan:

Goal 1: Develop an evidence-based Enrollment Management Plan.

Goal 2: Develop processes and strategies to attract and retain students from initial contact through goal completion.

Goal 3: Identify and implement strategies to reach college-wide goals for certificate and degree completion.

Goal 4: Develop strategies to effectively prepare students for transfer and to increase the CHC transfer rate.

Goal 5: Develop strategies to ensure effective levels of instructional productivity and efficiency while maintaining high quality instruction.

Specific and actionable objectives have also been developed to support the achievement of each goal, specific departments have been identified as chiefly responsible for each achieving each objective, and academic years during which a given objective is to be implemented have been identified. Additionally, each objective has been aligned with other institutional plans, such as the Technology Plan and the Professional Development Plan.

*San Bernardino Valley College Enrollment Management Plan Summary.* The purpose of the Valley Enrollment Management Plan is to define a philosophy with strategic goals to address the activities associated with enrollment and retention within a wide range of economic and demographic cycles. Those activities include research, outreach, marketing and public relations, admissions, matriculation, retention and persistence.

The SBVC Enrollment Management Committee wrote the enrollment management plan to provide guidance in the form of specific and measurable goals and objectives along with a conditional decision-making model. The decision-making model uses internal and external data to determine whether the school is in an enrollment growth period, a stable enrollment period, or an enrollment reduction period.

Statistical trends suggest that unpredictable economic and political forces have major effects on the school's enrollment patterns. It is for this reason that Valley's plan employs a conditional decision-making model. When economic conditions allow for growth, the Valley plan provides a structure for the school to place heavy emphasis on aggressive recruitment and outreach. When economic conditions call for limiting enrollment growth, the plan provides a structure to shift the emphasis to course success, student support, and student retention.

The strategic goals of the Valley Enrollment Management Plan were created to align with the goals and objectives of the District and SBVC Strategic Plans. The goals in Valley's enrollment management plan are essentially unchanged from those established in the previous plan developed during the 2012-2013 academic year:

Goal 1: Research and Data Review – Collect, Analyze and evaluate, and maintain data to inform enrollment management planning.

Goal 2: Access – To promote awareness of college as an option for all students, and to promote access to courses and services.

Goal 3: Student Success – To promote course success, persistence and program completion.

Goal 4: Strategic Partnerships – To promote partnerships with educational and community organizations that create stronger avenues for recruitment and outreach, job placement, and transfer.

### **Attrition Rates**

Attrition is defined as the departure from the SBCCD prior to the completion of a degree, certificate, or transferring to a four-year institution. One way to think about attrition is that it is the opposite of term-to-term retention. Accordingly, attrition measures the percent of students who earned a GOR in the fall semester and who did not earn a GOR in the subsequent spring semester while excluding students who earned a degree, certificate, or transferred to a four-year university.

There are some limitations to the attrition rate calculated for SBCCD. First, students who are no longer attending SBCCD in the spring may still be actively enrolled at another institution. Second, the National Student Clearinghouse (NSC) and the California Community College Chancellor's MIS First File were used to track transfers. The NSC matches students on name and birthdate, which may lower the number of identified students who transferred. Moreover, the First File, even though it matches students on



SSN, may not be current enough to identify students who transferred in the most recent year (i.e. 2014-2015). Third, students who are taking one or two courses to increase their skill level for work are not identified, which may also inflate the attrition rate.

The attrition rate for the SBCCD has decreased from 29% in 2010 – 2011 to 26% in 2014 – 2015, a 3% decrease (see Table 1). However, the attrition rate from 2013 – 2014 to 2014 – 2015 increased from 25% to 26%. The only disproportionate impact in attrition in 2014 – 2015 appears to occur within age. Using the 80% rule, students 19 years old or younger have the lowest attrition rate. Students 20 years old or older have a disproportionately higher attrition rate. This may be a result of students 20 years old or older being more likely to have families and jobs.

The attrition rate for Crafton has remained relatively the same from 25.3% in 2010 – 2011 to 25.8% in 2014 - 2015 (see Table 2). However, the attrition rate from 2013 – 2014 to 2014 – 2015 increased from 22% to 26%. In 2014 – 2015 disproportionate impact appears to have occurred with race and age. Using the 80% rule, African American students had a disproportionately higher attrition rate than Asian students, the reference group. In addition, students 20 years old or older have a disproportionately higher attrition rate.

The attrition rate for the San Bernardino Valley College has decreased from 30% in 2010 – 2011 to 26% in 2014 – 2015, a 4% decrease (see Table 3). However, the attrition rate from 2013 – 2014 to 2014 – 2015 increased from 25% to 26%. The only disproportionate impact in attrition in 2014 – 2015 appears to occur within age. Students 20 years old or older have a disproportionately higher attrition rate.

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**Table 1: Number and Percent of SBCCD students who dropped out from fall to spring from 2010-2011 to 2014-2015 by Gender, Ethnicity, and Age.**

Demographics	Fall to Spring														
	2010-2011			2011-2012			2012-2013			2013-2014			2014-2015		
	#	N	%	#	N	%	#	N	%	#	N	%	#	N	%
<b>Gender</b>															
Female	2,570	9,053	28.4	2,022	7,990	25.3	1,893	7,806	24.3	1,875	8,124	23.1	2,118	8,615	24.6
Male	2,136	7,356	29.0	1,826	6,589	27.7	1,756	6,538	26.9	1,803	6,808	26.5	1,887	6,838	27.6
Missing	5	17	29.4	4	11	36.4	6	17	35.3	8	21	38.1	11	27	40.7
Total	4,711	16,426	28.7	3,852	14,590	26.4	3,655	14,361	25.5	3,686	14,953	24.7	4,016	15,480	25.9
<b>Ethnicity</b>															
Asian	218	795	27.4	190	716	26.5	177	692	25.6	153	665	23.0	186	695	26.8
African American	873	2,623	33.3	636	2,053	31.0	545	1,855	29.4	514	1,882	27.3	563	1,911	29.5
Hispanic	2,239	8,156	27.5	1,908	7,722	24.7	1,940	8,109	23.9	2,029	8,827	23.0	2,340	9,468	24.7
Native American	94	276	34.1	70	248	28.2	72	243	29.6	83	240	34.6	64	235	27.2
Other	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Caucasian	1,244	4,367	28.5	1,020	3,722	27.4	903	3,372	26.8	886	3,271	27.1	845	3,114	27.1
Decline to State	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Missing	43	209	20.6	28	129	21.7	18	90	20.0	21	68	30.9	18	57	31.6
Total	4,711	16,426	28.7	3,852	14,590	26.4	3,655	14,361	25.5	3,686	14,953	24.7	4,016	15,480	25.9
<b>Age</b>															
19 or younger	955	4,984	19.2	861	4,725	18.2	839	4,684	17.9	852	4,748	17.9	882	4,739	18.6
20-24	1,657	5,284	31.4	1,378	4,743	29.1	1,314	4,921	26.7	1,379	5,384	25.6	1,551	5,796	26.8
25-29	677	2,071	32.7	554	1,803	30.7	550	1,667	33.0	532	1,776	30.0	626	1,935	32.4
30-34	388	1,164	33.3	325	996	32.6	294	930	31.6	292	955	30.6	308	946	32.6
35-39	324	873	37.1	214	669	32.0	190	597	31.8	177	602	29.4	203	630	32.2
40-49	438	1,275	34.4	308	1,022	30.1	257	909	28.3	254	830	30.6	241	822	29.3
50 and above	272	773	35.2	211	630	33.5	211	653	32.3	200	657	30.4	205	611	33.6
Missing	0	2	0.0	1	2	50.0	0	0	0.0	0	1	0.0	0	1	0.0
Total	4,711	16,426	28.7	3,852	14,590	26.4	3,655	14,361	25.5	3,686	14,953	24.7	4,016	15,480	25.9

Note: “#” refers to the number of students who dropped out or did not earn a GOR in the subsequent spring semester at either Crafton or Valley, “N” refers to the number of students who earned a GOR (i.e. A, B, C, D, F, I, W, P, or NP) in the specified fall term, and “%” is the dropout or attrition rate.

**Table 2: Number and Percent of Crafton Hills College students who dropped out from fall to spring from 2010-2011 to 2014-2015 by Gender, Ethnicity, and Age.**

Demographics	Fall to Spring														
	2010-2011			2011-2012			2012-2013			2013-2014			2014-2015		
	#	N	%	#	N	%	#	N	%	#	N	%	#	N	%
<b>Gender</b>															
Female	642	2,496	25.7	537	2,264	23.7	504	2,203	22.9	502	2,355	21.3	620	2,447	25.3
Male	554	2,233	24.8	531	2,066	25.7	499	1,917	26.0	542	2,037	26.6	538	2,037	26.4
Missing	1	7	14.3	0	2	0.0	3	5	60.0	2	8	25.0	1	8	12.5
Total	1,197	4,736	25.3	1,068	4,332	24.7	1,006	4,125	24.4	1,046	4,400	23.8	1,159	4,492	25.8
<b>Ethnicity</b>															
Asian	63	243	25.9	67	255	26.3	67	241	27.8	55	231	23.8	58	238	24.4
African American	91	343	26.5	68	287	23.7	59	265	22.3	82	328	25.0	104	339	30.7
Hispanic	410	1,661	24.7	413	1,671	24.7	429	1,737	24.7	422	1,959	21.5	530	2,085	25.4
Native American	29	104	27.9	24	96	25.0	21	82	25.6	28	91	30.8	29	99	29.3
Other	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Caucasian	594	2,334	25.4	490	1,995	24.6	425	1,781	23.9	455	1,778	25.6	435	1,717	25.3
Decline to State	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Missing	10	51	19.6	6	28	21.4	5	19	26.3	4	13	30.8	3	14	21.4
Total	1,197	4,736	25.3	1,068	4,332	24.7	1,006	4,125	24.4	1,046	4,400	23.8	1,159	4,492	25.8
<b>Age</b>															
19 or younger	308	1,836	16.8	325	1,781	18.2	293	1,702	17.2	300	1,775	16.9	353	1,752	20.1
20-24	484	1,621	29.9	411	1,438	28.6	389	1,468	26.5	421	1,617	26.0	456	1,718	26.5
25-29	146	490	29.8	131	448	29.2	126	381	33.1	147	446	33.0	134	437	30.7
30-34	65	225	28.9	61	205	29.8	58	170	34.1	63	197	32.0	76	204	37.3
35-39	64	187	34.2	40	142	28.2	43	118	36.4	39	125	31.2	46	121	38.0
40-49	72	219	32.9	57	198	28.8	62	179	34.6	48	152	31.6	55	156	35.3
50 and above	58	157	36.9	43	120	35.8	35	107	32.7	28	88	31.8	39	104	37.5
Missing	0	1	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Total	1,197	4,736	25.3	1,068	4,332	24.7	1,006	4,125	24.4	1,046	4,400	23.8	1,159	4,492	25.8

Note: “#” refers to the number of students who dropped out or did not earn a GOR in the subsequent spring semester at either Crafton or Valley, “N” refers to the number of students who earned a GOR (i.e. A, B, C, D, F, I, W, P, or NP) in the specified fall term, and “%” is the dropout or attrition rate.

**Table 3: Number and Percent of San Bernardino Valley College students who dropped out from fall to spring from 2010-2011 to 2014-2015 by Gender, Ethnicity, and Age.**

Demographics	Fall to Spring														
	2010-2011			2011-2012			2012-2013			2013-2014			2014-2015		
	#	N	%	#	N	%	#	N	%	#	N	%	#	N	%
<b>Gender</b>															
Female	1,957	6,706	29.2	1,514	5,860	25.8	1,411	5,735	24.6	1,386	5,864	23.6	1,529	6,285	24.3
Male	1,595	5,223	30.5	1,322	4,656	28.4	1,269	4,710	26.9	1,284	4,883	26.3	1,370	4,904	27.9
Missing	4	10	40.0	4	9	44.4	3	12	25.0	6	13	46.2	10	19	52.6
Total	3,556	11,939	29.8	2,840	10,525	27.0	2,683	10,457	25.7	2,676	10,760	24.9	2,909	11,208	26.0
<b>Ethnicity</b>															
Asian	159	572	27.8	126	479	26.3	114	474	24.1	103	455	22.6	131	472	27.8
African American	787	2,313	34.0	576	1,800	32.0	491	1,612	30.5	437	1,580	27.7	462	1,588	29.1
Hispanic	1,842	6,592	27.9	1,520	6,172	24.6	1,523	6,470	23.5	1,623	6,963	23.3	1,841	7,504	24.5
Native American	66	174	37.9	47	156	30.1	51	163	31.3	56	153	36.6	36	142	25.4
Other	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Caucasian	669	2,129	31.4	549	1,817	30.2	491	1,667	29.5	440	1,553	28.3	424	1,459	29.1
Decline to State	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0	0	0	0.0
Missing	33	159	20.8	22	101	21.8	13	71	18.3	17	56	30.4	15	43	34.9
Total	3,556	11,939	29.8	2,840	10,525	27.0	2,683	10,457	25.7	2,676	10,760	24.9	2,909	11,208	26.0
<b>Age</b>															
19 or younger	655	3,212	20.4	551	3,020	18.2	551	3,040	18.1	557	3,025	18.4	533	3,012	17.7
20-24	1,189	3,754	31.7	988	3,408	29.0	945	3,552	26.6	974	3,845	25.3	1,117	4,180	26.7
25-29	540	1,622	33.3	432	1,386	31.2	429	1,311	32.7	391	1,361	28.7	503	1,539	32.7
30-34	326	959	34.0	270	809	33.4	237	769	30.8	234	777	30.1	241	768	31.4
35-39	264	701	37.7	175	543	32.2	148	490	30.2	140	487	28.7	159	517	30.8
40-49	368	1,070	34.4	254	839	30.3	196	743	26.4	206	689	29.9	188	677	27.8
50 and above	214	620	34.5	169	518	32.6	177	552	32.1	174	575	30.3	168	514	32.7
Missing	0	1	0.0	1	2	50.0	0	0	0.0	0	1	0.0	0	1	0.0
Total	3,556	11,939	29.8	2,840	10,525	27.0	2,683	10,457	25.7	2,676	10,760	24.9	2,909	11,208	26.0

Note: “#” refers to the number of students who dropped out or did not earn a GOR in the subsequent spring semester at either Crafton or Valley, “N” refers to the number of students who earned a GOR (i.e. A, B, C, D, F, I, W, P, or NP) in the specified fall term, and “%” is the dropout or attrition rate.

### Faculty Obligation Number (FON)

Actual FON Count				Fall 2014	State Requirements By College (Based on RAM)	
College	Full-Time Faculty	Total Faculty	Percent Full-Time	RAM Allocation FY 14-15 By College	District Requirement	Full-Time Variance from State Requirement
Valley	143.78	312.72	45.98%	68.76%	133.94	9.84
Crafton	69.55	162.16	42.89%	31.24%	60.86	8.69
<b>Totals</b>	<b>213.33</b>	<b>474.88</b>	<b>44.92%</b>	<b>100.00%</b>	<b>194.80</b>	<b>18.53</b>

Actual FON Count				Fall 2015	State Requirements By College (Based on RAM)	
College	Full-Time Faculty	Total Faculty	Percent Full-Time	RAM Allocation FY 15-16 By College	District Requirement	Full-Time Variance from State Requirement
Valley	144.32	336.12	42.94%	68.35%	142.03	2.29
Crafton	72.45	169.55	42.73%	31.65%	65.77	6.68
<b>Totals</b>	<b>216.77</b>	<b>505.67</b>	<b>42.87%</b>	<b>100.00%</b>	<b>207.80</b>	<b>8.97</b>

Estimate for Fall 2016						
College	Full-Time Faculty Fall 2015	Estimated Additions	Vacancies as of 10/05/15	Estimated Full-Time Faculty	Estimated Total Faculty *	Percent Full-Time
Valley	144.32	8.00	15.00	167.32	359.12	46.59%
Crafton	72.45	3.00	2.00	77.45	174.55	44.37%
<b>Totals</b>	<b>216.77</b>	<b>11.00</b>	<b>17.00</b>	<b>244.77</b>	<b>533.67</b>	<b>45.87%</b>

RAM Allocation FY 16-17 By College		State Requirements By College (Based on RAM)	
College	FY 16-17 By College	District Requirement	Full-Time Variance from State Requirement
Valley	68.35%	162.63	4.69
Crafton	31.65%	75.30	2.15
<b>Totals</b>	<b>100.00%</b>	<b>237.93</b>	<b>6.84</b>

**Notes:**

\* Estimated Total Faculty is calculated as follows: (PY Total Faculty + Estimated Additions + Vacancies) or (498.89+11+17)

\*\* Estimated requirement is calculated as follows:

Baseline	213.80	Actual obligation at P2
Growth %	6.67%	Per CCCCO
Growth (rounded)	14.00	Baseline x Growth %
Funding	10.13	Per CCCCO
<b>Total</b>	<b>237.93</b>	<b>Estimated Requirement</b>

### Demographic Trends

The number of unduplicated SBCCD students who earned a GOR from 2010-2011 to 2014-2015 has decreased from 27,088 to 24,835, an 8% decrease (see Table 4). However, in the last three years the number of unduplicated students has steadily increased from 22,353 in 2012-2013 to 24,835 in 2014-2015, an increase of 11%.

The percent of females has ranged from 53% to 55% in the last five years and in 2014-2015 55% of the students in the District were female and 45% were male (see Table 4). SBCCD students are more likely to be Hispanic (57%) than any other ethnicity. In the last five

years, the percent of Hispanic students has increased from 47% in 2010-2011 to 57% in 2014-2015. Conversely, during the same time period the percent of Caucasian students has decreased from 28% in 2010-2011 to 22% in 2014-2015. SBCCD students are also more likely to be 20-24 years old (40%) or 19 years old or younger (23%). In the last five years the proportion of age groups has remained relatively the same, except for students who are 20-24 years old. The percent of students 20-24 years old has increased from 35% in 2010-2011 to 40% in 2014-2015.

**Table 4: Number and Percent of SBCCD students who earned a Grade on Record from 2010-2011 to 2014-2015 by Gender, Ethnicity, and Age.**

Demographics	Academic Year									
	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
	#	%	#	%	#	%	#	%	#	%
<b>Gender</b>										
Female	14,803	54.6	12,607	53.7	11,886	53.2	12,619	53.7	13,707	55.2
Male	12,247	45.2	10,835	46.2	10,436	46.7	10,852	46.2	11,080	44.6
Missing	38	.1	24	.1	31	.1	33	.1	48	.2
Total	27,088	100.0	23,466	100.0	22,353	100.0	23,504	100.0	24,835	100.0
<b>Ethnicity</b>										
Asian	1,457	5.4	1,287	5.5	1,141	5.1	1,184	5.0	1,268	5.1
African American	4,475	16.5	3,516	15.0	3,147	14.1	3,300	14.0	3,470	14.0
Hispanic	12,803	47.3	11,772	50.2	11,867	53.1	12,980	55.2	14,172	57.1
Native American	493	1.8	426	1.8	399	1.8	403	1.7	406	1.6
Other	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Caucasian	7,567	27.9	6,278	26.8	5,669	25.4	5,541	23.6	5,421	21.8
Decline to State	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Missing	293	1.1	187	.8	130	.6	96	.4	98	.4
Total	27,088	100.0	23,466	100.0	22,353	100.0	23,504	100.0	24,835	100.0
<b>Age</b>										
19 or younger	6,282	23.2	5,661	24.1	5,378	24.1	5,390	22.9	5,615	22.6
20-24	9,585	35.4	8,552	36.4	8,519	38.1	9,131	38.8	9,806	39.5
25-29	4,039	14.9	3,489	14.9	3,203	14.3	3,535	15.0	3,839	15.5
30-34	2,230	8.2	1,862	7.9	1,707	7.6	1,853	7.9	1,938	7.8
35-39	1,510	5.6	1,154	4.9	1,042	4.7	1,113	4.7	1,131	4.6
40-49	2,124	7.8	1,666	7.1	1,489	6.7	1,417	6.0	1,485	6.0
50 and above	1,314	4.9	1,080	4.6	1,015	4.5	1,064	4.5	1,020	4.1
Missing	4	.0	2	.0	0	0.0	1	.0	1	.0
Total	27,088	100.0	23,466	100.0	22,353	100.0	23,504	100.0	24,835	100.0

The number of unduplicated Crafton Hills College (CHC) students who earned a GOR from 2010-2011 to 2014-2015 has decreased from 8,708 to 8,040, an 8% decrease (see Table 5). However, in the last three years the number of unduplicated students has steadily increased from 7,096 in 2012-2013 to 8,040 in 2014-2015, an increase of 13%.

The percent of females has ranged from 51% to 53% in the last five years and in 2014-2015 53% of the students at Crafton were female and 47% were male (see Table 5). Crafton students are more likely to be Hispanic (44%) than any other ethnicity. In the last five years, the percent of Hispanic students has increased from 34% in 2010-2011 to 44% in 2014-2015. Conversely, during the same time period the percent of Caucasian students has decreased from 50% in 2010-2011 to 39% in 2014-2015. SBCCD students are also more likely to be 20-24 years old (40%) or 19 years old or younger (30%). In the last five years the proportion of age groups has remained relatively the same, except for students who

are 20-24 years old. The percent of students 20-24 years old has increased from 35% in 2010-2011 to 40% in 2014-2015.

**Table 5: Number and Percent of Crafton Hills College students who earned a Grade on Record from 2010-2011 to 2014-2015 by Gender, Ethnicity, and Age.**

Demographics	Academic Year									
	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
	#	%	#	%	#	%	#	%	#	%
<b>Gender</b>										
Female	4,487	51.5	3,906	50.9	3,647	51.4	3,923	52.1	4,268	53.1
Male	4,204	48.3	3,763	49.0	3,438	48.4	3,596	47.8	3,757	46.7
Missing	17	.2	5	.1	11	.2	9	.1	15	.2
Total	8,708	100.0	7,674	100.0	7,096	100.0	7,528	100.0	8,040	100.0
<b>Ethnicity</b>										
Asian	509	5.8	483	6.3	408	5.7	434	5.8	489	6.1
African American	638	7.3	577	7.5	523	7.4	608	8.1	683	8.5
Hispanic	2,966	34.1	2,835	36.9	2,864	40.4	3,177	42.2	3,534	44.0
Native American	199	2.3	170	2.2	145	2.0	160	2.1	172	2.1
Other	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Caucasian	4,320	49.6	3,561	46.4	3,126	44.1	3,130	41.6	3,138	39.0
Decline to State	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Missing	76	.9	48	.6	30	.4	19	.3	24	.3
Total	8,708	100.0	7,674	100.0	7,096	100.0	7,528	100.0	8,040	100.0
<b>Age</b>										
19 or younger	2,871	33.0	2,587	33.7	2,401	33.8	2,353	31.3	2,444	30.4
20-24	3,065	35.2	2,751	35.8	2,658	37.5	2,921	38.8	3,193	39.7
25-29	1,099	12.6	990	12.9	893	12.6	1,018	13.5	1,075	13.4
30-34	555	6.4	470	6.1	397	5.6	479	6.4	507	6.3
35-39	372	4.3	266	3.5	241	3.4	254	3.4	283	3.5
40-49	454	5.2	374	4.9	325	4.6	318	4.2	321	4.0
50 and above	289	3.3	236	3.1	181	2.6	185	2.5	217	2.7
Missing	3	.0	0	0.0	0	0.0	0	0.0	0	0.0
Total	8,708	100.0	7,674	100.0	7,096	100.0	7,528	100.0	8,040	100.0

The number of unduplicated San Bernardino Valley College (SBVC) students who earned a GOR from 2010-2011 to 2014-2015 has decreased from 19,313 to 17,635, a 9% decrease (see Table 6). However, in the last three years the number of unduplicated students has steadily increased from 15,974 in 2012-2013 to 17,635 in 2014-2015, an increase of 10%.

The percent of females has ranged from 54% to 55% in the last five years and in 2014-2015 56% of the students at Valley were female and 44% were male (see Table 6). SBVC students are much more likely to be Hispanic (63%) than any other ethnicity. In the last five years, the percent of Hispanic students has increased from 53% in 2010-2011 to 63% in 2014-2015. Conversely, during the same time period the percent of Caucasian students has decreased from 19% in 2010-2011 to 14% in 2014-2015. In addition, the percent of African American students has decreased from 21% in 2010-2011 to 16% in 2014-2015. SBVC students are also more likely to be 20-24 years old (36%) or 19 years old or younger (23%). In the last five years the proportion of age groups has remained relatively the same, except for students who are 20-24 years old. The percent of students 20-24 years old has increased from 33% in 2010-2011 to 36% in 2014-2015.

**Table 6: Number and Percent of San Bernardino Valley College students who earned a Grade on Record from 2010-2011 to 2014-2015 by Gender, Ethnicity, and Age.**

Demographics	Academic Year									
	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
	#	%	#	%	#	%	#	%	#	%
<b>Gender</b>										
Female	10,841	56.1	9,145	55.0	8,636	54.1	9,093	54.3	9,927	56.3
Male	8,450	43.8	7,472	44.9	7,317	45.8	7,642	45.6	7,675	43.5
Missing	22	.1	19	.1	21	.1	24	.1	33	.2
Total	19,313	100.0	16,636	100.0	15,974	100.0	16,759	100.0	17,635	100.0
<b>Ethnicity</b>										
Asian	1,039	5.4	884	5.3	802	5.0	827	4.9	847	4.8
African American	3,955	20.5	3,048	18.3	2,705	16.9	2,787	16.6	2,883	16.3
Hispanic	10,179	52.7	9,270	55.7	9,314	58.3	10,164	60.6	11,053	62.7
Native American	306	1.6	276	1.7	270	1.7	258	1.5	254	1.4
Other	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Caucasian	3,613	18.7	3,017	18.1	2,782	17.4	2,645	15.8	2,521	14.3
Decline to State	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Missing	221	1.1	141	.8	101	.6	78	.5	77	.4
Total	19,313	100.0	16,636	100.0	15,974	100.0	16,759	100.0	17,635	100.0
<b>Age</b>										
19 or younger	4,432	22.9	3,990	24.0	3,862	24.2	3,921	23.4	4,076	23.1
20-24	6,280	32.5	5,572	33.5	5,604	35.1	5,990	35.7	6,409	36.3
25-29	2,992	15.5	2,557	15.4	2,348	14.7	2,535	15.1	2,801	15.9
30-34	1,714	8.9	1,427	8.6	1,315	8.2	1,420	8.5	1,456	8.3
35-39	1,182	6.1	923	5.5	834	5.2	878	5.2	899	5.1
40-49	1,707	8.8	1,339	8.0	1,177	7.4	1,143	6.8	1,183	6.7
50 and above	1,005	5.2	826	5.0	834	5.2	871	5.2	810	4.6
Missing	1	.0	2	.0	0	0.0	1	.0	1	.0
Total	19,313	100.0	16,636	100.0	15,974	100.0	16,759	100.0	17,635	100.0

**Credit FTES, Unfunded Credit FTES, and Non-Credit FTES Trends**

Tables 7 – 9 illustrate the historical trend in credit and non-credit FTES for each college and the district. While the colleges do not have non-credit programs, each college does have some courses that have generated a very small amount of non-credit FTES. Specifically, Crafton has a supervised tutoring non-credit course, LRC-900 and Valley has ESL, ACAD-600, and ORIENT-600 courses that have generated non-credit FTES.

The total funded Credit FTES and unfunded Credit FTES are illustrated in Table 7. These Credit FTES are found at State Chancellor's Office Recalculation Reports at the end of each Fiscal Year. The numbers are based on reporting period and not academic year.



**Table 7: Actual, Funded, and Unfunded Credit FTES by College and District from 2009 to 2016.**

FISCAL YEAR @ RECALCULATION	CHC			SBVC			DISTRICT TOTAL			DISTRICT CREDIT FTES	
	FTES ACTUAL	FTES FUNDED	FTES UNFUNDED	FTES ACTUAL	FTES FUNDED	FTES UNFUNDED	FTES ACTUAL	FTES FUNDED	FTES UNFUNDED	FUNDED %	UNFUNDED %
FY 2009-10	4,782.06	4,177.80	604.26	10,975.34	9,588.51	1,386.83	15,757.40	13,766.31	1,991.09	87.36%	12.64%
FY 2010-11	4,681.45	4,367.88	313.57	10,464.82	9,763.86	700.96	15,146.27	14,131.74	1,014.53	93.30%	6.70%
FY 2011-12	4,129.13	3,920.65	208.48	9,616.20	9,130.68	485.52	13,745.33	13,051.33	694.00	94.95%	5.05%
FY 2012-13	3,830.16	3,830.16	-	9,410.46	9,410.46	-	13,240.62	13,240.62	-	100.00%	0.00%
FY 2013-14	4,499.00	4,072.18	426.82	9,902.00	9,502.00	400.00	14,401.00	13,574.18	826.82	94.26%	5.74%
FY 2014-15 @P3	4,600.17	4,152.00	448.17	10,117.30	10,117.30	-	14,717.47	14,269.30	448.17	96.95%	3.05%
FY 2015-16 @P1	4,743.00	4,650.00	93.00	10,714.00	10,714.00	-	15,457.00	15,364.00	93.00	99.40%	0.60%

Referring to Table 8, the credit FTES has increased in the SBCCD from 9,358 in 1992-1993 to 14,838 in 2014-2015, an increase of 5,480 (59%) in the last 23 years. The peak year in which the SBCCD generated the most credit FTES was in 2008-2009 during the Great Recession. The SBCCD credit FTES in 2008-2009 was 16,074.

**Table 8: Credit FTES by Academic Year and College from 1992-1993 to 2014-2015.**

Academic Year	Crafton	Valley	District
1992-1993	2,911.37	6,446.30	9,357.66
1993-1994	3,197.47	6,730.29	9,927.76
1994-1995	3,187.43	7,490.10	10,677.53
1995-1996	3,152.59	7,219.81	10,372.40
1996-1997	3,219.28	7,347.19	10,566.47
1997-1998	3,260.21	7,799.54	11,059.75
1998-1999	3,340.93	8,014.98	11,355.91
1999-2000	3,714.95	8,882.91	12,597.87
2000-2001	3,842.08	8,842.95	12,685.02
2001-2002	3,838.72	9,847.46	13,686.18
2002-2003	3,926.79	10,151.61	14,078.40
2003-2004	3,932.72	8,382.67	12,315.39
2004-2005	3,801.47	8,987.04	12,788.51
2005-2006	3,797.82	9,344.46	13,142.28
2006-2007	4,033.00	8,957.58	12,990.59
2007-2008	4,281.38	10,090.62	14,372.00
2008-2009	4,824.24	11,249.42	16,073.66
2009-2010	4,286.80	10,237.59	14,524.38
2010-2011	4,601.62	10,314.96	14,916.58
2011-2012	4,032.97	9,246.89	13,279.86
2012-2013	3,918.76	9,412.13	13,330.89
2013-2014	4,265.02	9,813.65	14,078.68
2014-2015	4,618.67	10,219.55	14,838.22

The non-credit FTES is illustrated in Table 9 and shows that the SBCCD first generated non-credit FTES in 2004-2005 at Crafton. The non-credit FTES has ranged from 0 to 42 from 2004-2005 to 2014-2015 District wide. The highest amount of non-credit FTES at Crafton was 42 and the highest at Valley was 5. The non-credit FTES generated at Crafton was in LRC-900, which is supervised tutoring. In addition, the non-credit FTES generated at Valley was in ESL, ACAD-600, and ORIENT-600. The instruction method for ACAD-600 and ORIENT-600 is tutoring.

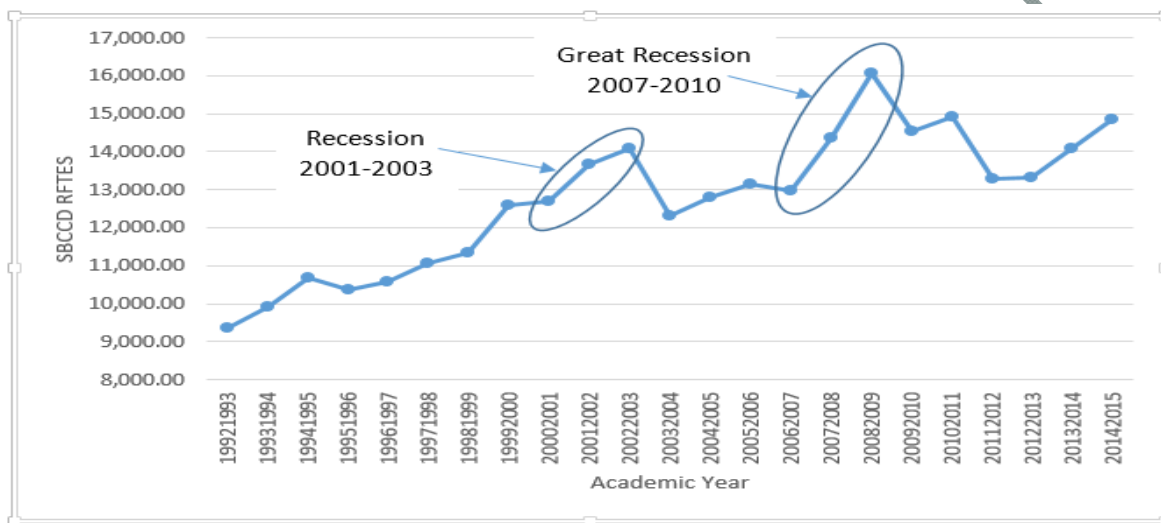
**Table 9: Non-Credit FTES by Academic Year and College from 1992-1993 to 2014-2015.**

Academic Year	Crafton	Valley	District
1992-1993	0.00	0.00	0.00
1993-1994	0.00	0.00	0.00
1994-1995	0.00	0.00	0.00
1995-1996	0.00	0.00	0.00
1996-1997	0.00	0.00	0.00
1997-1998	0.00	0.00	0.00
1998-1999	0.00	0.00	0.00
1999-2000	0.00	0.00	0.00
2000-2001	0.00	0.00	0.00
2001-2002	0.00	0.00	0.00
2002-2003	0.00	0.00	0.00
2003-2004	0.00	0.00	0.00
2004-2005	21.66	0.00	21.66
2005-2006	5.22	0.00	5.22
2006-2007	16.19	4.01	20.19
2007-2008	6.29	2.09	8.38
2008-2009	0.00	0.00	0.00
2009-2010	0.07	0.00	0.07
2010-2011	0.00	3.26	3.26
2011-2012	0.00	3.09	3.09
2012-2013	41.72	0.00	41.72
2013-2014	0.76	3.14	3.90
2014-2015	34.40	4.94	39.35

### Enrollment & the Economy

TFTES by the California GDP in Real 2009 Dollars from 1992 to 2014 is one of the enrollment management relationships that is often referred to is the relationship between the economy and community college enrollment. Specifically, as the economy struggles, enrollment increases in the community colleges. Conversely, as the economy improves, it is often more difficult to grow because the demand decreases. Figure 1 illustrates that during the major recessions in California, enrollment dramatically increased, and that as the recessions ended enrollments dramatically declined. Accordingly, when enrollment demand is high, resources are harder to obtain to support growth, and when enrollment demand is low, resources are more available, but it is more difficult to grow.

**Figure 1: SBCCD TFTES by Year and Major Recession Years.**



## APPENDICES

### Formal Recommendation to DBC

Submitted

**Date:** March 21, 2016

**To:** Chancellor's Cabinet, District Budget Committee, & Dr. Lisa Norman, Vice Chancellor of Human Resources

**From:** Jose Torres, District Enrollment Management Committee Chair

**Subject:** DEMC Recommendation 2016-01, Revised – FTES Projections for 2016-17

As tasked by provision 2 of DEMC Recommendation #2016-01, FTES projections are to be "monitored closely and revised if necessary". As fiscal stewards of the district, Business & Fiscal Services staff, along with the college VPs of Administrative Services, have initiated necessary changes based on the emerging trend toward less than expected growth through 2015-16.

The projections are offered with the following provisions:

1. They are the revised basis for development of the Fall 2016 schedules and marketing plans.
2. They will be monitored closely and revised if necessary.
3. They should inform the DBC in the development of the 2016-17 Resource Allocation Model as indicated on the attached Exhibit A.
4. They should figure prominently in the development of the district's staffing plan.

	From State Growth	Actual	Funded	Additional Growth	Overcap	Total Funded	Unfunded	Notes
<b>San Bernardino Valley College</b>								
15-16	3.83%	10,504	10,504	0.00%	0	10,504	0	Based on latest FTES Projections as of 03/07/16
16-17	2.00%	10,714	10,714	0.00%	0	10,714	0	SBVC to grow 2% as stated in the State budget
<b>Crafton Hills College</b>								
15-16	2.37%	4,709	4,709	0.00%	0	4,709	0	Based on latest FTES Projections as of 03/07/16
16-17	2.00%	5,010	4,803	4.39%	155	4,958	52	CHC to grow to established 5,010 FTES goal
<b>SBCCD Total</b>								
15-16	7.60%	15,213	15,213	0.00%	0	15,213	0	
16-17	2.00%	15,724	15,517	1.00%	155	15,672	52	Unfunded FTES funded from District Reserves

These changes were reviewed and ratified by the DEMC at its next meeting.

**Attachments**

- Exhibit A: FTES Projections to Inform RAM Guidelines for 2016-17
- Exhibit B: Enrollment Management FTES Projections - By College, V9

**FTES Projections to Inform  
Resource Allocation Model (RAM) Guidelines for 2016-17**

*Revenues shall be divided between San Bernardino Valley College and Crafton Hills College, in accordance with the following principles. These guidelines accord best with the desired objectives of transparency, fairness, and ease of understanding; and have the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year.*

- 
1. The SB361 State Base Allocation revenue for each college shall be passed directly on to that college.

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  2. The district's non-credit FTES allocation revenue shall be passed directly to the college that produced the non-credit FTES.

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  3. The district's state credit FTES allocation revenue shall be divided between the two colleges as follows:

<b>Valley</b>	<b>Crafton Hills</b>
a. 10,714 total projected funded FTES	a. 4,803 total projected funded FTES
b. Valley will carry any excess over 10,714 as Unfunded FTES	b. All district unfunded FTES will be carried by Crafton (207 projected unfunded FTES)
c. 69.05% of district total funded FTES of 15,517	c. 30.95% of district total funded FTES of 15,517

---

  4. Overcap funding for credit FTES (Overcap is additional FTES the district could recapture if other districts do not grow enough during the year. It is usually known at recalculation [Recalc] around February of each year.)

<b>Valley</b>	<b>Crafton Hills</b>
No additional overcap since Valley will be fully funded for the credit FTES	Overcap will be absorbed by Crafton as it carries all unfunded FTES (projected overcap of 155 FTES)

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  5. Other eligible revenues received by the district shall be divided between the two colleges in accordance with the relative FTES numbers achieved by the colleges as in item 3. above.

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  6. Site-specific revenues will remain with the college concerned.

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  7. District growth levels/targets may be recommended by District Budget Committee and approved/modified by Chancellor's Cabinet.

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  8. Districtwide assessments shall be divided between the two colleges based on FY 2016-17 projected actual FTES (not funded FTES).

<b>Valley</b>	<b>Crafton Hills</b>
10,714 actual FTES	5,010 actual FTES
68.14% of district total of 15,724	31.86% district total of 15,724
-



DISTRICT ENROLLMENT MANAGEMENT COMMITTEE (DEMC)  
 Recommendation 2016-01, Revised – Exhibit B

San Bernardino Community College District								FY 2016-17 V9
Enrollment Management FTES Projection - By College								
Goals:								
1 Budget State growth to both colleges for growth and financial stability								
2 Provide Crafton additional growth to achieve financial stability								
3 Provide Valley additional growth to maintain financial stability								
4 Distribution of FTES are recommended to Chancellor's Cabinet by District Budget Committee								
San Bernardino Valley College								
Fiscal Year	From State Growth (Goal 1)	Actual	Funded	Additional Growth (Goal 3)	Overcap *	Total Funded	Unfunded	Notes
13-14		9,902	9,502		-	9,502	400	
14-15	2.00%	10,117	10,117	0.17%	-	10,117	-	
15-16	3.83%	10,504	10,504	0.00%	-	10,504	-	Based on latest FTES Projections as of 03/07/16
16-17	2.00%	10,714	10,714	0.00%	-	10,714	-	SBVC would like to grow 2% as stated in the State budget
17-18	2.00%	11,035	10,928	1.00%	107	11,035	-	Additional growth is split to both colleges as equal percentages
18-19	2.00%	11,366	11,256	1.00%	109	11,365	1	Additional growth is split to both colleges as equal percentages
19-20	2.00%	11,707	11,592	1.00%	113	11,705	2	Additional growth is split to both colleges as equal percentages
20-21	2.00%	12,058	11,939	1.00%	116	12,055	3	Additional growth is split to both colleges as equal percentages
Crafton Hills College								
Fiscal Year	From State Growth (Goal 1)	Actual	Funded	Additional Growth (Goal 2)	Overcap *	Total Funded	Unfunded	Notes
13-14		4,499	4,072		-	4,072	427	
14-15	2.00%	4,600	3,728	0.24%	594	4,322	278	
15-16	2.37%	4,709	4,709	0.00%	-	4,709	-	Based on latest FTES Projections as of 03/07/16
16-17	2.00%	5,010	4,803	4.39%	155	4,958	52	CHC would like to grow in order to reach the established 5,010 FTES
17-18	2.00%	5,160	5,057	1.00%	48	5,105	55	Additional growth is split to both colleges as equal percentages
18-19	2.00%	5,315	5,207	1.00%	51	5,258	57	Additional growth is split to both colleges as equal percentages
19-20	2.00%	5,474	5,363	1.00%	52	5,415	59	Additional growth is split to both colleges as equal percentages
20-21	2.00%	5,638	5,523	1.00%	54	5,577	61	Additional growth is split to both colleges as equal percentages
San Bernardino Community College District								
Fiscal Year	From State Growth (Goal 1)	Actual	Funded	Additional Growth (Goals 2 & 3)	Overcap *	Total Funded	Unfunded	Notes
13-14		14,401	13,574		-	13,574	827	
14-15	2.00%	14,717	13,845	4.37%	594	14,439	278	
15-16	7.60%	15,213	15,213	0.00%	-	15,213	-	Unfunded FTES funded from District Reserves
16-17	2.00%	15,724	15,517	1.00%	155	15,672	52	
17-18	2.00%	16,195	15,985	1.00%	155	16,140	55	
18-19	2.00%	16,681	16,463	1.00%	160	16,623	58	
19-20	2.00%	17,181	16,955	1.00%	165	17,120	61	
20-21	2.00%	17,696	17,462	1.00%	170	17,632	64	
Notes:								
* Overcap is the additional FTES the District could recapture if other Districts do not grow enough during the year. Overcap is usually known at recalculation (Recalc) around February of each year.								
* Overcap FTES are estimates based on ACBO budget workshops and/or other information received by the District								

**Date:** March 21, 2016

**To:** Chancellor's Cabinet, District Budget Committee, & Dr. Lisa Norman, Vice Chancellor of Human Resources

**From:** Jose Torres, District Enrollment Management Committee Chair

**Subject: DEMC Recommendation 2016-02 – Concerns Regarding FTES Growth**

At its March 21, 2016 meeting the District Enrollment Management Committee voted to forward the following formal recommendations in relation to DEMC Recommendation 2016-01.

5. Targeted FTES growth at both colleges should be contingent upon a budget increase to support that growth.
6. The District needs to identify possible funds to assist with the outreach marketing efforts no later than spring to help reach the projected growth for the following year.

## Glossary

**ACCJC – Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges:** Commission that accredits community colleges and other associate degree granting institutions in the Western region of the U.S. authorized to operate by the U.S. Department of Education through the Higher Education Opportunity Act of 2008.

**Allocation:** Division or distribution of resources according to a predetermined plan.

**Apportionment:** Allocation of state or federal aid, district taxes, or other moneys to community college districts or other governmental units.

**Board of Trustees:** The body of elected officials that governs the San Bernardino Community College District.

**BOG:** Board of Governors.

**Budget:** A financial plan of operation for a given period consisting of an estimate of proposed expenditures and revenues.

**CCCCO:** California Community Colleges Chancellor's Office.

**COLA:** Cost-of-living-allowance.

**DBC:** District Budget Committee.

**DEMC:** District Enrollment Management Committee.

**DEMP:** District Enrollment Management Plan.

**FON – Full-Time Equivalent Faculty Obligation Number:** The number of full-time faculty positions that are required to be maintained within a district per Title 5 Section 51025. This section requires a community college district to increase the number of full-time faculty over the prior year in proportion to the amount of growth in funded credit FTES. The inverse applies when there are workload measure reductions.

**FTES – Full-Time Equivalent Students:** An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California Community Colleges.

**Fund Balance:** The difference between fund assets and fund liabilities of governmental and similar trust funds; used to describe the net assets, or available resources, of funds.

**General Fund:** The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds.

**Overcap –** Additional FTES that SBCCD could recapture if other districts do not grow enough during the year.

**RAM – Resource Allocation Model:** The overall process by which funds are allocated to the campuses and district office operations in order to meet District goals and objectives.

**Reserve:** An amount set aside to provide for estimated future expenditures or losses, for working capital, or for other specified purposes.

**Resources:** All assets owned including land, buildings, cash, estimated income not realized, and, in certain funds, bonds authorized but unissued.

**Student Services:** Student services include those activities which provide assistance to students in the areas of financial aid, admissions and records, health, placement testing, counseling and student activities.

**Unfunded FTES:** The Full-time Equivalent Students (FTES) that the District serves above the number of funded FTES provided by the State Chancellor's Office. In other words, the State funds a maximum number of FTES for each District; if the District serves more FTES than the State funds, the District has Unfunded FTES.

**Unrestricted General Fund:** Used to account for resources available for general District operations and support for educational programs.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of City of Grand Terrace Agreement for Taxing Entity Compensation

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised Agreement for Taxing Entity Compensation requested by the City of Grand Terrace.

### **OVERVIEW**

The City of Grand Terrace plans to sell property for which, as a result of redevelopment agency law, SBCCD is entitled to a portion of the proceeds. The agreement authorizes the City of Grand Terrace to distribute SBCCD's share of the resulting proceeds to the San Bernardino Auditor Controller.

On January 28, 2016, the SBCCD Board of Trustees approved the original Agreement for Taxing Entity Compensation requested by the City of Grand Terrace. All other parties to that agreement also approved it except the County of San Bernardino, due to their desire for additional clarification from the California Department of Finance. The agreement has now been revised and is presented to the Board for approval.

### **ANALYSIS**

SBCCD's estimated share of the proceeds does not change from the original estimate of \$36,000. The revisions to the agreement primarily clarify definitions used in the calculation of sale proceeds. Upon approval of the agreement and sale of the property, these funds will be transferred to the San Bernardino Auditor Controller. However, future property tax revenues provided to SBCCD will be offset by this amount, resulting in zero net benefit.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this agreement.



JONES & MAYER

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May 6, 2016

Laurence P. Strong, Interim Director of Fiscal Services
San Bernardino Community College District
114 S. Del Rosa Avenue
San Bernardino, California 92408

Re: Status Update on Compensation Agreements for Transfer of Real Property to the City of Grand Terrace from the Grand Terrace Redevelopment Agency

Dear Mr. Strong:

This letter is to update you regarding the status of the Compensation Agreements previously provided to and approved by your agency for the transfer of real property from the Grand Terrace Successor Agency to the City of Grand Terrace. As you are aware, the Compensation Agreement sets forth the terms and obligations of and distribution formula to the appropriate taxing entities entitled to a proportionate share of the tax base of the real property being transferred.

Each taxing entity, excepting the County of San Bernardino, approved the compensation agreement initially circulated. Subsequently, the Department of Finance ("DOF") issued further clarification regarding the participation of the Educational Revenue Augmentation Fund which requires some modification of the Compensation Agreement. Fortunately, it is our belief that all changes to the Compensation Agreement only provide additional protections to your agency without reducing any benefit previously received. On May 3, 2016, the County approved the attached Compensation Agreement. For your convenience, we have attached a clean and redlined draft so you can see what revisions have been made and confirm they do not materially alter the previously approved terms except in a manner as to provide increased protection.

Laurence P. Strong, Interim Director of Fiscal Services  
May 6, 2016  
Page 2

If you have any questions or concerns do not hesitate to contact our office to discuss the updated agreement. Please advise us no later than May 27, 2016 if you have any objections to this and whether you intend to submit this updated version back to your Board for approval.

Sincerely,



Baron J. Bettenhausen  
*Assistant City Attorney*  
*City of Grand Terrace*

cc: City of Grand Terrace  
Successor Agency

Enclosures

## AGREEMENT FOR TAXING ENTITY COMPENSATION

21992 and 21974 De Berry Street  
21900 Block of Van Buren Street

This Master Agreement for Taxing Entity Compensation (this "**Agreement**"), dated for reference purposes as of [REDACTED], 2016, is entered into by and among the Successor Agency to the former Community Redevelopment Agency of the City of Grand Terrace, a public entity established under Health and Safety Code 34173 ("**Successor Agency**"), the City of Grand Terrace, a California municipal corporation ("**City**"), and the "**Taxing Entities**", the signatories hereto and more specifically identified on Exhibit "A" attached hereto and incorporated herein.

### RECITALS

A. Pursuant to Assembly Bill x1 26, effective February 1, 2012, the Redevelopment Agency of the City of Grand Terrace ("**Redevelopment Agency**") was dissolved, and pursuant to Health & Safety Code Section 34173, the City elected to serve as the Successor Agency.

B. Pursuant to Health and Safety Code Section 34191.5, the Successor Agency prepared an Amended Long-Range Property Management Plan ("**LRPMP**") that addresses disposition of certain real property formerly owned by the Redevelopment Agency, including the real property commonly known as 21992 and 21974 De Berry Street and the 21900 Block of Van Buren Street, APN #s 1167-141-08, 1167-151-68, 1167-151-71, 1167-151-74, 1167-161-03, 1167-161-04, 1167-151-22 (the "**Property**") all located in the City of Grand Terrace, County of San Bernardino, California, and more particularly depicted in page 14 of the LRPMP which page is attached hereto as Exhibit "C".

C. On December 17, 2014, the LRPMP was approved by Resolution of the Oversight Board to the Successor Agency (the "**Oversight Board**"), a seven-member board established pursuant to Health and Safety Code Section 34179 that includes representatives appointed by the County Board of Supervisors, City, the Superintendent, and San Bernardino Valley Municipal Water District.

D. On April 23, 2015, the State Department of Finance ("**DOF**") approved the LRPMP.

E. Pursuant to the LRPMP, the Successor Agency shall convey the Property to the City in the manner provided by Health and Safety Code section 34180(f) and in consideration of their approval, the Taxing Entities shall be compensated as provided herein.

NOW THEREFORE, the Parties agree as follows.

1. Purpose. This Agreement is executed with reference to the facts set forth in the foregoing Recitals which are incorporated into this Agreement by this reference. The purpose of this Agreement is to address the allocation of certain prospective revenues among the Taxing Entities entitled to share in the property tax base ("**Tax Base**") for the Property formerly administered by the Redevelopment Agency.

2. Special Districts and Funds. The governing boards of certain of the Taxing Entities administer certain special districts and funds that receive allocations of property taxes from the Property, and are authorized to execute this Agreement on behalf of such special districts and funds as described below.

2.1 County Funds. The County of San Bernardino (County) administers the following special funds, and in addition to entering into this Agreement for the County itself, is authorized to, and has entered into and executed this Agreement on behalf of the following::

- (a) County General Fund
- (b) County Free Library

2.2 County Flood Control District. The County of San Bernardino Flood Control District (Flood Control District) administers the following special funds, and in addition to entering into this Agreement for the Flood Control District itself, is authorized to, and has entered into and executed this Agreement on behalf of the following:

- (a) Flood Control District Zone 2
- (b) Flood Control Administration 1 & 2

2.3 County Fire Protection District. The San Bernardino County Fire Protection District (County Fire Protection District) administers the following special funds, and in addition to entering into this Agreement for the Fire Protection District itself, is authorized to, and has entered into and executed this Agreement on behalf of the following:

- (a) County Fire District Valley Service
- (b) County Fire District Administration

2.4 Superintendent of Schools. The San Bernardino County Superintendent of Schools administers the following special districts and funds and in addition to entering into this Agreement for itself is authorized to and has entered into and executed this Agreement on behalf of the Superintendent itself and the following:

Superintendent of Schools

2.5 San Bernardino Community College District. The San Bernardino Community College District administers the following special districts and funds and in addition to entering into this Agreement for itself is authorized to and has entered into and executed this Agreement on behalf of itself, and on behalf of the following:

San Bern. Comm. College Dist.

2.6 Colton Joint United School District. The Colton Joint United School District administers the following special districts and funds and in addition to entering into this Agreement for itself is authorized to and has entered into and executed this Agreement on behalf of itself and the following:

Colton Joint USD

2.7 Riverside-Corona Resource Conservation District. The Riverside-Corona Conservation District administers the following special districts and funds and in addition to entering into this Agreement for itself is authorized to and has entered into and executed this Agreement on behalf of itself and the following:

Riverside-Corona Conserv. Dist.

2.8 San Bernardino Valley Municipal Water District. The San Bernardino Valley Municipal Water District administers the following special districts and funds and in addition to entering into this Agreement for itself is authorized to and has entered into and executed this Agreement on behalf of itself and the following special fund:

San Bern. Valley MWD

3. Property to be Conveyed for Development Consistent with Plans.

(a) The LRPMP provides that pursuant to Health & Safety Code Section 34191.5(c)(2), the Property will be transferred by the Successor Agency to the City for disposition to a third-party developer consistent with the Mixed Use Specific Plan that addresses development of the Property and the Grand Terrace General Plan. The Taxing Entities each acknowledge that in consideration of its share of the Net Unrestricted Proceeds, upon each Taxing Entity's receipt of its share of the Net Unrestricted Proceeds from all or any portion of the Property, said Taxing Entity relinquishes and has no further interest in the Property or to the portion of the Property from which the Net Unrestricted Proceeds were generated.

(b) Notwithstanding anything to the contrary herein or in the LRPMP, to the extent the City retains the Property, or any portion thereof, and the City performs development activities funded from the City's own funds and under the City's auspices, the City must pay the Taxing Entities the higher of: (i) the current fair market value of the property retained by the City; or (ii) the fair market value, as of the 2011 tax lien date, of the Property or such portion thereof retained by the City. The appraisals required under this section shall be performed by an independent appraiser approved by the Successor Agency's Oversight Board (collectively, the "Retention Value").

4. Compensation Arrangement. The City agrees that, consistent with the LRPMP, in connection with the conveyance of any of the parcels comprising the Property, made to third-party developers subsequent to the initial conveyance from Successor Agency to City, the City will instruct the third-party developer to remit the purchase price into escrow and require the escrow company to distribute the Net Unrestricted Proceeds to the Taxing Entities in accordance with each Taxing Entity's pro rata share of the Tax Base of the Property as more specifically set forth in Exhibit "B" attached hereto.

"**Net Unrestricted Proceeds**" shall mean, with respect to the Property, the gross purchase price and other compensation received by the City for the sale of the Property, less any proceeds of sale that are restricted by virtue of the source of funds (e.g. grant funds or proceeds of bonds) that were used for the original acquisition or improvement of the Property, and less the sum of the City's

actual costs for the following (but only to the extent paid from City funds and not from funds provided by the Successor Agency, a Developer, or another separate entity):

- (i) the City's actual costs, for normal maintenance, management and insurance of the applicable Property from the date the Property is transferred by the Successor Agency to the City to the date the Property is disposed of by the City pursuant to this Agreement; plus
- (ii) The City's actual costs of any capital improvements or repairs to maintain the Property in a safe and lawful condition incurred from the date the Property is transferred by the Successor Agency to the City to the date the Property is disposed of by The City to the Developer pursuant to this Agreement; plus
- (iii) The City's actual costs of site preparation, including hazardous materials remediation and pollution legal liability insurance premiums, if any, required to be paid by the City under agreement with a party purchasing the Property to prepare the Property for disposition, but only to the extent the Property is disposed of by the City pursuant to this Agreement; plus
- (iv) The City's actual costs, to pay third party vendors for appraisal, legal, real estate consultant and marketing, title company, title insurance and to the extent applicable any other costs related to Developer selection, preparation and approval of a development agreement, and closing costs for disposition of the Property; plus
- (v) Any broker's commissions payable by the City pursuant to a development agreement for the Property but only to the extent the Property is disposed of by the City to a Developer pursuant to a development agreement.

Upon request, the City shall deliver to the Taxing Entities an accounting of all such costs, expenses and restricted proceeds. For purposes of this Section, City and Successor Agency represent that Parcel # 1167-151-22 was purchased using proceeds from a 2011 A & B Tax Allocation Bond. However, there is no restriction on the proceeds of sale of any parcel, by virtue of the source of funds used for acquisition within the meaning of this Section.

This Section 4 shall not apply the Property, or any portion thereof, retained by the City for development activities performed by the City funded from the City's own funds and under the City's auspices, which shall instead require distributions of the full Retention Value. The City agrees that, consistent with the LRPMP, in connection with the retention of any of the parcels comprising the Property, for development activities undertaken by the City, funded from the City's own funds and under the City's auspices, the City will distribute to the Taxing Entities in accordance with each Taxing Entity's pro rata share of the Tax Base of the Property as more specifically set forth in Exhibit "B".

5. Sale Procedures and Proceeds. The Parties acknowledge that City is obligated to convey the Property for development consistent with the LRPMP. The Parties further acknowledge that consistent with Senate Bill 470, prior to the disposition of the Property or any part thereof, the City may be obligated to hold a noticed public hearing and prepare a report that includes, among other things (i) an explanation of why the disposition will assist in the creation, retention, or expansion of job opportunities, increased property tax revenues, and the development of affordable housing, transit priority projects and sustainable development, and (ii) an explanation of the difference between the highest and best use value and the disposition price taking into consideration development constraints and requirements, and the covenants, conditions and development costs required by the sale or lease. Upon preparation of the report required by

Government Code Section 52201, in addition to the public notice requirements therein the City will deliver a copy of said report to all Taxing Entities. The County Educational Revenue Augmentation Fund ("ERAF") may be entitled to a distribution of a portion of the Net Unrestricted Proceeds from the disposition of each Property. Pursuant to instruction and direction from the DOF and the Auditor-Controller, there is no need for a separate signatory to execute this Agreement on behalf of ERAF because the ultimate beneficiaries of any distribution of Disposition Proceeds to ERAF are themselves Taxing Entities that are signatories to this Agreement. By executing this Agreement, the Taxing Entities consent to such distribution to ERAF as more specifically set forth in Exhibit B.

6. Compensation Agreement. Health and Safety Code Section 34191.3 provides that once an LRPMP has been approved by DOF, the LRPMP supersedes all other provisions of the statute relating to the disposition and use of the former redevelopment agency's real property assets. With the previous Oversight Board consent and DOF approval of the Long Range Property Management Plan, the City and Successor Agency enter into this agreement with the Taxing Entities to address the disposition of the Property pursuant to this Long Range Property Management Plan. The Parties intend this Agreement to satisfy the requirement of California Health and Safety Code §34180(f)(1) and the LRPMP.

7. Notice of Compensation Agreement. No later than fourteen (14) business days following execution of this Agreement by all parties, the City shall record in the Official Records of the County of San Bernardino a "Notice of Compensation Agreement" substantially in the form attached hereto as Exhibit D and incorporated herein by this reference. The City shall mail a copy of the recorded Notice of Compensation Agreement to all Taxing Entities within a reasonable time of receipt of the recorded Notice of Compensation Agreement.

8. Miscellaneous Provisions.

8.1 Notices. Except as otherwise specified in this Agreement, all notices to be sent pursuant to this Agreement shall be made in writing, and sent to the Parties at their respective addresses specified on the signature pages to this Agreement or to such other address as a Party may designate by written notice delivered to the other Parties in accordance with this Section. All such notices shall be sent by: (i) personal delivery, in which case notice is effective upon delivery; (ii) certified or registered mail, return receipt requested, in which case notice shall be deemed delivered on receipt if delivery is confirmed by a return receipt; or (iii) nationally recognized overnight courier, with charges prepaid or charged to the sender's account, in which case notice is effective on delivery if delivery is confirmed by the delivery service.

8.2 Headings; Interpretation. The section headings and captions used herein are solely for convenience and shall not be used to interpret this Agreement. The Parties agree that this Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if all Parties had prepared it.

8.3 Action or Approval. Whenever action and/or approval by City is required under this Agreement, the City Manager or his or her designee may act on and/or approve such matter unless specifically provided otherwise, or unless the City Manager determines in his or her discretion that such action or approval requires referral to City Council for consideration.



8.4 Entire Agreement. This Agreement, including all Exhibits attached hereto and incorporated herein by this reference, contains the entire agreement among the Parties with respect to the subject matter hereof, and supersedes all prior written or oral agreements, understandings, representations or statements between the Parties with respect to the subject matter hereof.

8.5 Counterparts. This Agreement may be executed in counterparts, each of which shall be an original and all of which taken together shall constitute one instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon provided such signature page is attached to any other counterpart identical thereto having additional signature pages executed by the other Parties. Any executed counterpart of this Agreement may be delivered to the other Parties by facsimile and shall be deemed as binding as if an originally signed counterpart was delivered.

8.6 Severability. If any term, provision, or condition of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect unless an essential purpose of this Agreement is defeated by such invalidity or unenforceability.

8.7 No Third Party Beneficiaries. Except as expressly set forth herein, nothing contained in this Agreement is intended to or shall be deemed to confer upon any person, other than the Parties and their respective successors and assigns, any rights or remedies hereunder.

8.8 Parties Not Co-Venturers; Independent Contractor; No Agency Relationship. Nothing in this Agreement is intended to or shall establish the Parties as partners, co-venturers, or principal and agent with one another. The relationship of the Parties shall not be construed as a joint venture, equity venture, partnership or any other relationship.

8.9 Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws. Any action to enforce or interpret this Agreement shall be filed and heard in the Superior Court of San Bernardino County, California or in the Federal District Court for the Central District of California.

*SIGNATURES ON FOLLOWING PAGES.*

IN WITNESS WHEREOF, the Parties have executed this Agreement by their authorized representatives as indicated below.

**CITY OF GRAND TERRACE, A MUNICIPAL CORPORATION**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_  
City Clerk

Approved as to form:

City Attorney

Address for Notices:  
City of Grand Terrace  
22795 Barton Road  
Grand Terrace, CA 92313  
Attn: City Clerk

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement.

**SUCCESSOR AGENCY TO THE FORMER COMMUNITY REDEVELOPMENT  
AGENCY OF THE CITY OF GRAND TERRACE, A PUBLIC ENTITY ESTABLISHED  
UNDER HEALTH AND SAFETY CODE 34173**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_  
Agency Secretary

Approved as to form:

Agency Attorney

Address for Notices:

Successor Agency  
22795 Barton Road  
Grand Terrace, CA 92313  
Attn: City Clerk

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of each of the following entities and funds:

County of San Bernardino

COUNTY OF SAN BERNARDINO

\_\_\_\_\_  
James Ramos, Chairman, Board of Supervisors

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT  
HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Laura H. Welch  
Clerk of the Board of Supervisors  
Of the County of San Bernardino

By \_\_\_\_\_  
Deputy

Approved as to Legal Form:

\_\_\_\_\_  
Michelle D. Blakemore  
Chief Assistant County Counsel

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of each of the following entities and funds:

Flood Control

SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT

\_\_\_\_\_  
James Ramos, Board Chairman

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN  
DELIVERED TO THE CHAIRMAN OF THE BOARD

Laura H. Welch, Clerk of the Board

By: \_\_\_\_\_

Deputy  
\_\_\_\_\_

Approved as to Legal Form

\_\_\_\_\_  
Mitchell Norton, Deputy

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of each of the following entities and funds:

Fire Protection District

SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT

\_\_\_\_\_

James Ramos, Chairman, Board of Directors

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN  
DELIVERED TO THE CHAIRMAN OF THE BOARD

Laura H. Welch, Secretary

By: \_\_\_\_\_

Approved as to Legal Form:

\_\_\_\_\_  
Carol Greene, Deputy County Counsel

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of the following entities and funds:

Superintendent of Schools

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

Address for Notices:

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of the following entities:

San Bern. Comm. College Dist.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

Address for Notices:

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*



The undersigned authorized signatory hereby executes this Agreement on behalf of the following entities:

Colton Joint USD

**COLTON JOINT UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

Address for Notices:

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of the following entities:

Riverside-Corona Conservation. Dist.

**RIVERSIDE-CORONA RESOURCE CONSERVATION DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

Address for Notices:

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

The undersigned authorized signatory hereby executes this Agreement on behalf of the following entities:

San Bernardino Valley MWD

**SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attest by:

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_

Address for Notices:

*SIGNATURES CONTINUE ON FOLLOWING PAGES.*

EXHIBIT A

**TAXING ENTITIES**

County of San Bernardino General Fund  
County of San Bernardino County Free Library  
County of San Bernardino Flood Control District  
County of San Bernardino Fire District  
San Bernardino County Superintendent of Schools  
San Bernardino Community College District  
Colton Joint Unified School District  
Riverside-Corona Conservation District  
San Bernardo Valley Municipal Water District

"Taxing Entities" shall also mean and include Educational Revenue Augmentation Fund maintained by the Auditor-Controller pursuant to the Agreement and the provisions of Health and Safety Code Section 34188. Notwithstanding anything to the contrary herein, ERAF is only considered a Taxing Entity for purposes of distributing funds and for no other purpose, and no additional approval or signature will be required on behalf of ERAF.

EXHIBIT B

**BREAKDOWN OF TAXING ENTITIES SHARE OF TAX BASE**

<u>Taxing Entity</u>	<u>Property Tax Share</u>
<u>County of San Bernardino General Fund</u>	
<u>County of San Bernardino County Free Library</u>	
<u>County of San Bernardino Flood Control</u>	
<u>County of San Bernardino Fire District</u>	
<u>San Bernardino County Superintendent of Schools</u>	
<u>San Bernardino Community College District</u>	
<u>Colton Joint Unified School District</u>	
<u>Riverside-Corona Conservation District</u>	
<u>San Bernardo Valley Municipal Water District</u>	
ERAF	

EXHIBIT C

DEPICTION OF PROPERTY AS SET FORTH IN LRPMP

EXHIBIT D  
NOTICE OF COMPENSATION AGREEMENT

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Professional Services Contracts/Agreements

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

### **OVERVIEW**

In accordance with Board Policy 6340 and Administrative Procedure 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

### **ANALYSIS**

The attached list of contracts, agreements and their associated purchase orders are for fiscal audits, legal services, consultants and other professional services that are needed by the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The contracts/agreements on the attached list are budgeted for via purchase orders.



# Contracts for Approval

Scheduled Board Date 7/14/2016

## Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Legal</b>				
Currier & Hudson	(13731) Provide legal services for personnel matters Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$350,000.00	SSutorus
Currier & Hudson	(11777) Provide legal services for personnel matters; This is to approve Amendment 01 - ending term date changed from 06/30/2016 to 05/12/2016 Term: 7/1/2015 - 5/12/2016 Funding Source: General Funds	Human Resources/SBCCD	\$275,000.00	SSutorus

**SubTotal for Legal: 2**

## Professional Services

Kessler & Gehman Associates, Inc	(13668) Technical and engineering services for KVCR-TV and KVCR-FM Term: 6/8/2016 - 6/30/2018 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$10,000.00	SSutorus
P2S Engineering, Inc.	(13693) Engineering services for replacement energy source for egress lighting at CHC PAC building Term: 7/1/2016 - 9/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$13,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
P2S Engineering, Inc.	(13695) Engineering services for replacement of existing sewage ejection pumps control panel at CHC PAC Term: 7/1/2016 - 9/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$6,500.00	SSutorus
Scholtz, Edward	(13540) Arbitrator services for CSEA/Human Resources matters Term: 12/16/2015 - 12/17/2017 Funding Source: General Funds	Human Resources/SBCCD	\$10,000.00	SSutorus
Sparks, Karl	(13736) Consultant to the Chancellor and the Board with regards to Human Resource matters Term: 7/1/2016 - 1/31/2017 Funding Source: General Funds	Chancellor/SBCCD	\$120,000.00	SSutorus
<b><i>SubTotal for Professional Services: 5</i></b>				

***Grand Total Contracts for Board Date 7/14/2016: 7***

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Purchase Order Report

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached list of purchase orders.

**OVERVIEW**

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

**ANALYSIS**

Purchase Orders between the ranges of 165560 - 165735 are attached for approval, except those approved through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Included in the 2015/2016 budget.

<b>PO#</b>	<b>Vendor Name</b>	<b>Purchase Order Description</b>	<b>Amount</b>
165726	TOWNSEND, JONATHAN	Conference	123
165691	OROZCO, DEBBIE	Conference	204.24
165712	US BANK CORPORATE PMT SYSTEMS	Conference	388
165713	BABER, CORRINA	Conference	381
165714	YARBROUGH, KAY DEE	Conference	252
165707	STRONG, LAWRENCE	Conference	572
165735	BOYS & GIRLS CLUB	Conference	50
165674	TINOCO, MICHELLE	Conference	496.88
165702	GAINES, ASHLEY	Conference	1,100.00
165701	CCCAOE	Conference	975
165734	KREHBIEL, DEANNA	Conference	40
165705	US BANK CORPORATE PMT SYSTEMS	Conference	170
165727	NATIONAL BUSINESS FURNITURE	Equipment	2,917.42
165729	AIRCRAFT SPRUCE & SPECIALTY	Equipment	1,110.00
165586	RIDDELL/ALL AMERICAN SPORTS	Instructional Supplies	2,257.79
165592	RIDDELL/ALL AMERICAN SPORTS	Instructional Supplies	571.91
165562	DELL COMPUTER COMPANY	IT Equipment	2,415.67
165572	CDW GOVERNMENT INC	IT Equipment	5,383.04
165587	CDW GOVERNMENT INC	IT Equipment	2,985.50
165650	DELL COMPUTER COMPANY	IT Equipment	2,799.26
165656	CDW GOVERNMENT INC	IT Equipment	4,899.85
165662	APPLE COMPUTER INC	IT Equipment	18,413.82
165665	DELL COMPUTER COMPANY	IT Equipment	3,683.33
165680	CHAPTERSPOT	IT Equipment	24,500.00
165720	DELL COMPUTER COMPANY	IT Equipment	2,090.34
165728	APPLE COMPUTER INC	IT Equipment	2,346.84
165732	EVALS LLC	IT Equipment	1,267.68
165658	BUSINESS MANAGMENT DAILY	Magazines & Subscriptions	91
165723	PRESS ENTERPRISE	Magazines & Subscriptions	55.12
165589	BHI DISPLAYS INC	Non-Instructional Supplies	789.28
165590	GRAINGER INC W W	Non-Instructional Supplies	1,903.50
165681	CINTAS CORPORATION	Non-Instructional Supplies	250
165686	STAPLES	Non-Instructional Supplies	203.49
165567	SBVC FOOD SERVICES	Operational Expenses & Fees	36.52
165633	BATTLE, YENDIS	Operational Expenses & Fees	212.67
165671	ATTORNEY GENERAL'S REGISTRY	Operational Expenses & Fees	25
165700	SOUTH COAST AQMD	Operational Expenses & Fees	122.53
165733	SOUTH COAST AQMD	Operational Expenses & Fees	354.86
165675	SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	675
165731	SIDABUTAR, HELENA	Personal Mileage	57.88
165582	FRONTIER COMMUNICATIONS	Phone Utilities	210
165583	FRONTIER COMMUNICATIONS	Phone Utilities	639
165584	FRONTIER COMMUNICATIONS	Phone Utilities	60
165704	FRONTIER COMMUNICATIONS	Phone Utilities	9,479.87
165631	SMITH, JAMES E.	Reference Books	178.6

165566 QUEEN BEAN CAFFE	Refreshments	496
165577 QUEEN BEAN CAFFE	Refreshments	400
165593 US BANK CORPORATE PMT SYSTEMS	Refreshments	81.86
165711 SBVC FOOD SERVICES	Refreshments	2,000.00
165722 US BANK CORPORATE PMT SYSTEMS	Refreshments	163.85
165724 TRAM, YVETTE	Refreshments	58.36
165725 QUEEN BEAN CAFFE	Refreshments	974
165730 US BANK CORPORATE PMT SYSTEMS	Refreshments	249.71
165687 REVOLVING CASH	Revolving Cash Transfer	25,000.00
165653 BURRTEC WASTE GROUP INC	Solid Waste Disposal	999.48
165685 BURRTEC WASTE GROUP INC	Solid Waste Disposal	22,536.00

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Revised Authorized Signature List

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Revised Authorized Signature List for Fiscal Year 2016-17.

### **OVERVIEW**

In accordance with California legal code, the Board of Trustees may, via annual Board action, delegate its authority to named agents. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

### **ANALYSIS**

The Authorized Signature List for Fiscal Year 2016-17 was approved by the Board of Trustees on June 9, 2016. At this time the list is being revised to grant authority to the Director of Human Resources to sign notices of employment.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications connected with the approval of this item.

## Revised Authorized Signature List Fiscal Year 2016-17

<b>Contracts, Agreements, and Memos of Understanding</b> Subject to Ratification by the Board of Trustees <i>(no monetary limit)</i>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<b>Travel Advances</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> </ul>
<b>Revenue Clearing Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Tenille Alexander, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Revolving Cash Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Custodian: Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Tenille Alexander, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Safe Deposit Box</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<b>Bookstore, Cafeteria, Associated Students, Clubs &amp; Trusts, Representation Fee, and Scholarship &amp; Loan Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Tenille Alexander, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Financial Aid Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Tenille Alexander, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Financial Aid Mailbox</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Larry Strong, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Tenille Alexander, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>

## Revised Authorized Signature List Fiscal Year 2016-17

<p style="text-align: center;"><b>District Orders for Commercial Warrants and Related Journal Entries</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>♦ <i>Larry Strong, Director of Fiscal Services</i></li> <li>♦ <i>Steven J. Sutorus, Business Manager</i></li> <li>♦ <i>Tenille Alexander, Accounting Manager</i></li> <li>♦ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<p style="text-align: center;"><b>Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>♦ <i>Larry Strong, Director of Fiscal Services</i></li> <li>♦ <i>Steven J. Sutorus, Business Manager</i></li> <li>♦ <i>Tenille Alexander, Accounting Manager</i></li> <li>♦ <i>Colleen Gamboa, Payroll Administrator</i></li> </ul>
<p style="text-align: center;"><b>Notices of Employment for Certificated, Classified, and Student and Temporary Employees</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Bruce Baron, Chancellor</i></li> <li>♦ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>♦ <i>Amalia Perez, Director, Human Resources</i></li> </ul>
<p style="text-align: center;"><b>Purchase Orders (no monetary limit)</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>♦ <i>Larry Strong, Director of Fiscal Services</i></li> <li>♦ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<p style="text-align: center;"><b>Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Jose Torres, Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>♦ <i>Larry Strong, Director of Fiscal Services</i></li> <li>♦ <i>Steven J. Sutorus, Business Manager</i></li> <li>♦ <i>Tenille Alexander, Accounting Manager</i></li> <li>♦ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<p style="text-align: center;"><b>Certify/Attest to Board Action</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Bruce Baron, Chancellor</i></li> <li>♦ <i>Gloria Macias Harrison, Clerk of the Board</i></li> </ul>
<p style="text-align: center;"><b>Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token</b></p>	{	<ul style="list-style-type: none"> <li>♦ <i>Larry Strong, Director of Fiscal Services</i></li> <li>♦ <i>Steven J. Sutorus, Business Manager</i></li> <li>♦ <i>Tenille Alexander, Accounting Manager</i></li> <li>♦ <i>Kate Myers, Accounting Supervisor</i></li> </ul>



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

### **OVERVIEW**

In accordance with Board Policy 6340, the attached list is submitted for Board ratification and/or approval.

### **ANALYSIS**

The attached list of contracts, agreements and their associated purchase orders are routine, customary and necessary for the on-going operations of the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The contracts/agreements/memorandums of understanding on the attached list are budgeted for via purchase orders.

## ***Routine Contracts and Agreements***

***Scheduled Board Date 7/14/2016***

### ***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>Bond Measure Funded</i></b>				
Champion Electric, Inc.	(13622) Install additional electrical outlets in the Crafton Store to accommodate kitchen equipment Term: 7/1/2016 - 8/31/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$2,435.00	SSutorus
Ernest De Leon Construction	(13608) Perform flood test, add sealer, apply window sealant at west window and perform final flood tests at CHC PE Complex dance studio Term: 6/1/2016 - 6/30/2016  Funding Source: Bond Funded	Kitchell/CHC	\$5,468.70	SSutorus
G/M Business Interiors	(13604) Purchase of book shelves for CHC Crafton Center; piggyback bid with San Bernardino County #16-156 Term: 4/21/2016 - 6/30/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$588.15	JTorres
G/M Business Interiors	(13603) Purchase of office and classroom furniture for CHC Crafton Center; piggyback bid with San Bernardino County #16-156 Term: 4/21/2016 - 6/30/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$12,188.44	JTorres

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Bond Measure Funded</u></b>					
	G/M Business Interiors	(13589) Purchase of West Coast sales granite pedestal safe for CHC; piggyback contract with San Bernardino County 16-156 Term: 7/1/2016 - 9/30/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$856.30	JTorres
	Mike Brown Grandstands, Inc	(13690) Rental of platform with access stairs for SBVC new gym Term: 8/8/2016 - 11/28/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$9,500.00	SSutorus
	Mobile Modular Management Corp	(13630) Rental of three modular classrooms 36'X40' for six months at CHC; Building IDs 45193, 45194, 45204 Term: 1/18/2016 - 7/15/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$37,350.00	SSutorus
	Stanley Convergent Security Solutions	(13605) Furnish and install fire alarm and sprinkler monitoring for SBVC's new gym; plus \$45 per month monitoring fee Term: 6/8/2016 - 6/30/2016  Funding Source: Bond Funded	Kitchell/SBCCD	\$2,445.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Bond Measure Funded</u></b>				
Three Peaks Corp	(13691) Furnish and install fire water booster pump piping seals in CHC OE2 building Term: 7/1/2016 - 9/30/2016	Kitchell/SBCCD	\$3,386.00	SSutorus
	Funding Source: Bond Funded			
<b><i>SubTotal for Bond Measure Funded: 9</i></b>			<b><i>\$74,217.59</i></b>	
<b><u>Braille Transcribing</u></b>				
California Department of Corrections & Rehabilitation	(13625) Braille transcribing and/or embossing services Term: 7/1/2016 - 6/30/2017	APTC/SBCCD	\$39,000.00	SSutorus
	Funding Source: Braille Grant			
<b><i>SubTotal for Braille Transcribing: 1</i></b>			<b><i>\$39,000.00</i></b>	
<b><u>Broadcasting Rights</u></b>				
American Public Television	(13620) Program exchange for KVCR-TV station; This allows KVCR-TV to pick from a list of programs to air on KVCR-TV Term: 7/1/2016 - 6/30/2017	TV/KVCR	\$8,367.00	SSutorus
	Funding Source: KVCR - CPB Grant - TV			

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Broadcasting Rights</u></b>					
	New York Public Radio - WNYC	(13575) Broadcasting rights for the airing of "Radiolab, On The Media, The New Yorker Radio Hour, and Snap Judgement" Term: 7/1/2016 - 6/30/2017  Funding Source: KVCR - Foundation	FM/KVCR	\$8,552.54	SSutorus
	Public Radio International	(12091) Network Affiliation Agreement for FCC non-commercial educational radio station; this is to correct the ending term date form 06/30/2016 ti 06/30/2020 Term: 7/1/2015 - 6/30/2020  Funding Source: KVCR - Gen Funds	FM/KVCR	\$13,788.00	SSutorus
	Upstream Flix, Inc.	(13619) Broadcasting rights for the airing of "Deep Time" Term: 8/5/2016 - 8/4/2021  Funding Source: KVCR - FNX Grant	TV/KVCR	\$6,850.00	SSutorus
<b><i>SubTotal for Broadcasting Rights: 4</i></b>				<b><i>\$37,557.54</i></b>	
<b><u>Clinicals</u></b>					
	CVS Pharmacy, Inc	(13623) Clinical site for students participating in the Pharmacy Tech Program; no cost to SBCCD Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Pharmacy Technology/SBCCD		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Clinicals</u></b>					
	Walgreen Co.	(13613) Clinical site for students participating in the Pharmacy Tech Program; no cost to SBCCD Term: 7/1/2016 - 6/30/2019  Funding Source: N/A	Pharmacy Technology/SBVC		SSutorus
<hr/> <b><i>SubTotal for Clinicals: 2</i></b> <hr/>					
<b><u>General</u></b>					
	4 Imprint	(13669) Production of 40 baseball jerseys to promote the United Nations Club Term: 6/21/2016 - 6/30/2016  Funding Source: General Funds	Political Science/SBVC	\$798.89	SSutorus
	Academic Advertising	(13156) Advertising for vacant positions on "CommunityCollegeJobs.com" and on demand on other related sites Term: 11/1/2015 - 6/30/2016  Funding Source: General Funds	Human Resources/SBCCD	\$8,000.00	SSutorus
	Academic Advertising	(13685) Advertising for vacant positions on "CommunityCollegeJobs.com" and on demand on other related sites Term: 7/1/2015 - 6/30/2016  Funding Source: General Funds	Human Resources/SBCCD	\$6,450.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
ACCT - Association of Community Colleges Trustees	(13627) Facilitation of Board of Trustees retreat by Dr. Pamela Fisher Term: 8/22/2016 - 8/22/2016  Funding Source: General Funds	Chancellor/SBCCD	\$7,000.00	SSutorus
Alfredo's Pizza & Pasta	(13671) Catering for the Region IX Director's Meeting at SBVC Term: 7/21/2016 - 7/21/2016  Funding Source: Financial Aid	Financial Aid/SBVC	\$140.65	SSutorus
Alhambra Reprographics, Inc DBA A & I Reprographics	(13713) Reproduction of technical drawings for non-bond projects Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$500.00	SSutorus
American Fidelity Assurance	(13610) Employee Benefit Program - Flexible Benefit Plan Agreement; no cost to SBCCD Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Human Resources/SBCCD		SSutorus
Arrowhead Group DBA Basic Backflow	(13716) On demand testing and repairing of backflows Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$8,000.00	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Ben's Lock And Key	(13665) On demand repairs on CHC locks and doors Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/CHC	\$7,000.00	SSutorus
Best Golf Carts, Inc	(13726) On-demand maintenance and repairs of SBCCD wide owned golf carts Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Business Services/SBCCD	\$20,000.00	SSutorus
Cart Man, The	(13712) On demand repairs for SBVC Maintenance Department's golf/utility carts for FY 2016-2017 Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$23,000.00	SSutorus
Cart Man, The	(12385) On demand repairs for SBVC Maintenance Department's golf/utility carts; This is to approve an increase to the not to exceed amount by \$10,000, from \$50,000 to \$60,000 for FY 2015-2016 Term: 9/14/2015 - 6/30/2016  Funding Source: General Funds	Maintenance/SBVC	\$60,000.00	SSutorus



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	ChemPak	(13711) Repairs to vacuums and other floor equipment Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Custodial/SBVC	\$3,340.00	SSutorus
	ChemPak	(12371) Repairs to vacuums and other floor equipment; This is to approve an increase to the not to exceed amount by \$1,074 Term: 9/1/2015 - 6/30/2016  Funding Source: General Funds	Custodial/SBVC	\$3,195.00	SSutorus
	Citadel Environmental Services, Inc	(13577) Environmental Health and Safety Consulting Services at SBVC and CHC; includes on-site safety training and routine safety inspections Term: 6/1/2016 - 6/30/2016  Funding Source: General Funds	Safety/SBCCD	\$10,000.00	SSutorus
	CODESP - Employee Selection	(13732) Joint Powers Agreement for Employee Selection Procedures - Pre-Employment Testing Services; funded through Equal Employment Opportunity Grant Term: 7/1/2016 - 6/30/2017  Funding Source: State Grant	Human Resources/SBCCD	\$1,850.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Colton Redlands Yucaipa ROP	(13606) Bus rental for CRYROP students to be transported from Citrus Valley High School to Crafton Hills College on 5/12/2016 Term: 5/12/2016 - 5/12/2016  Funding Source: Ramp-Up Grant	Program Development/CHC	\$375.00	SSutorus
	Crown Awards	(13729) Production of crystal thank you award for Lisa Norman Term: 5/17/2016 - 5/24/2016  Funding Source: General Funds	District Police/SBCCD	\$128.83	SSutorus
	CSUSB Recreational Sports	(13614) Leadership Challenge Course activity as part of a management retreat Term: 7/13/2016 - 7/13/2016  Funding Source: Matriculation	Student Services/SBVC	\$310.00	SSutorus
	Dan Lyman Construction, Inc	(13714) On demand repairs to all doors at SBVC Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$6,000.00	SSutorus
	Dormer, Willis E. DBA Pin Striping by Willis	(13677) Painting and hand lettering of STEM golf cart Term: 4/8/2016 - 4/30/2016  Funding Source: STEM Grant	Mathematics/SBVC	\$600.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Emergency Lighting Equipment Service, Inc	(13633) On demand repairs & maintenance on lighting equipment at CHC campus Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Maintenance/CHC	\$5,500.00	SSutorus
Environmental Management Technologies	(13662) On demand hazardous waste and material pickup Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/CHC	\$14,500.00	SSutorus
Environmental Management Technologies	(13587) On-demand pick up services for hazardous waste and materials Term: 7/1/2016 - 7/1/2017  Funding Source: General Funds	Administrative Services/SBVC	\$50,000.00	SSutorus
Envision Education, LLC.	(13702) Provide training to incumbent workers; funded through Employment Training Panel grant Term: 7/1/2016 - 6/30/2017  Funding Source: State Grant	PDC/SBCCD	\$13,200.00	SSutorus
Facebook, Inc	(13698) Advertisement to promote SBVC Foundation events Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Foundation/SBVC	\$3,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
FastSigns	(13657) Production of 10 Polo shirts with imprint for promotional giveaways Term: 6/2/2016 - 6/30/2016  Funding Source: Veterans Education	Admissions & Records/SBVC	\$214.34	SSutorus
FastSigns	(13658) Production of 10x10 Casita canopy with logo and imprint Term: 6/2/2016 - 6/30/2016  Funding Source: Veterans Education	Admissions & Records/SBVC	\$860.59	SSutorus
Federated Talent	(13576) Keynote speaker for faculty in-service day at SBVC Term: 8/15/2016 - 8/15/2016  Funding Source: Student Equity	First Year/SBVC	\$12,000.00	SSutorus
Fred's Glass & Mirror, Inc.	(13710) On demand repairs to windows and doors at SBVC Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$1,500.00	SSutorus
Giant Angstrom Partners, LLC	(13624) Develop and write a grant application/proposal for Title III HSI STEM and Articulation Term: 7/15/2016 - 4/30/2017  Funding Source: General Funds	Research & Planning/SBVC	\$15,500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Gilardoni, Inc. dba Hoodz of the High Desert	(13706) Cleaning services for the Sunroom and Child Development Center hoods Term: 7/1/2016 - 6/30/2018  Funding Source: General Funds	Maintenance/SBVC	\$7,510.00	SSutorus
	Golf Cars of Riverside	(13634) On demand repairs and maintenance on CHC grounds golf carts Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/CHC	\$3,000.00	SSutorus
	H & L Charter Co, Inc	(13593) Bus rental to Chaffey College for SBVC Football game Term: 8/25/2016 - 8/25/2016  Funding Source: General Funds	Athletics/SBVC	\$1,719.06	SSutorus
	H & L Charter Co, Inc	(13596) Bus rental to Los Angeles Southwest College for SBVC Football game Term: 9/24/2016 - 9/24/2016  Funding Source: General Funds	Athletics/SBVC	\$1,965.62	SSutorus
	H & L Charter Co, Inc	(13594) Bus rental to Mt. Sac College for SBVC Football game Term: 9/3/2016 - 9/3/2016  Funding Source: General Funds	Athletics/SBVC	\$1,965.62	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	H & L Charter Co, Inc	(13595) Bus rental to Pasadena City College for SBVC Football game Term: 9/10/2016 - 9/10/2016  Funding Source: General Funds	Athletics/SBVC	\$1,965.62	SSutorus
	H & L Charter Co, Inc	(13723) Bus rental to Running Springs for Tumaini program retreat; plus overages Term: 8/26/2016 - 8/28/2016  Funding Source: Student Equity	Counseling/SBVC	\$1,713.00	SSutorus
	H & L Charter Co, Inc	(13598) Bus rental to San Diego College for SBVC Football game Term: 10/15/2016 - 10/15/2016  Funding Source: General Funds	Athletics/SBVC	\$2,951.86	SSutorus
	H & L Charter Co, Inc	(13599) Bus rental to Victor Valley College for SBVC Football game Term: 11/5/2016 - 11/5/2016  Funding Source: General Funds	Athletics/SBVC	\$2,458.74	SSutorus
	HACU - Hispanic Association of Colleges & Universities	(13708) Full page color advertisement in the HACU 30th Annual Conference program Term: 10/10/2016 - 10/12/2016  Funding Source: Advertising - General Fund	Marketing/SBCCD	\$1,500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Hernando, Felvi	(13682) On-demand hair and makeup for on-air talent for KVCR-TV programs Term: 7/1/2016 - 6/30/2017  Funding Source: KVCR - Foundation	TV/KVCR	\$5,000.00	SSutorus
	Hour Glass & Mirror, Inc	(13717) On demand repairs on windows and doors Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$5,000.00	SSutorus
	Howard Group, Inc, The	(13715) Speaker - Topic "Equity and Access for All" Term: 9/8/2016 - 9/8/2016  Funding Source: General Funds	Student Life/SBVC	\$4,000.00	SSutorus
	ICS Service Co	(13718) On demand fire alarm inspections and testing Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$3,000.00	SSutorus
	iHeartMedia	(13687) Radio broadcasting spots for the "New Student Welcome Day" event held on SBVC campus Term: 8/10/2016 - 8/10/2016  Funding Source: Matriculation	Counseling/SBVC	\$2,500.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Island Advertising, Inc	(13568) Production of 250 mechanical pencils with logo for promotional giveaways to promote the CHC EOPS program Term: 6/1/2016 - 6/30/2016  Funding Source: EOP&S	EOP&S/CHC	\$559.81	SSutorus
Island Advertising, Inc	(13570) Production of 500 custom survival kits with logo for promotional giveaways to promote the CHC EOPS program Term: 6/1/2016 - 6/30/2016  Funding Source: EOP&S	EOP&S/CHC	\$10,285.00	SSutorus
Island Advertising, Inc	(13569) Production of 500 notebooks with logo for promotional giveaways to promote the CHC EOPS program Term: 6/1/2016 - 6/30/2016  Funding Source: EOP&S	EOP&S/CHC	\$4,045.40	SSutorus
Lamar Advertising Company	(13597) Display advertisement on 20 buses to promote SBVC and CHC programs Term: 7/1/2016 - 6/30/2017  Funding Source: Advertising - General Fund	Marketing/SBCCD	\$49,998.00	JTorres



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Law Enforcement Medical	(13722) Blood withdrawal services for District Police Department Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	District Police/SBCCD	\$400.00	SSutorus
Li, Haimo	(13612) Production of brochures to promote Career and Technical Education Program Term: 6/6/2016 - 6/30/2016  Funding Source: Perkins	Technical Training/SBVC	\$3,000.00	SSutorus
LiveTimeNet Global Communications Inc.	(10906) IP Video purchase agreement for FNX to be aired on the Navajo Nation Office of Broadcast Service; this is to approve an additional \$100 monthly fee Term: 11/13/2014 - 11/12/2017  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$8,700.00	SSutorus
LiveTimeNet Global Communications Inc.	(10596) IP Video purchase agreement for FNX to be aired; this is to approve an additional \$200 monthly fee Term: 7/1/2014 - 6/30/2017  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$24,200.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
LiveTimeNet Global Communications Inc.	(9957) Provide IP video to transport and deliver video channels to FNX; this is to approve an additional \$100 monthly fee Term: 1/23/2014 - 1/22/2017  Note – Program manager states this is an acceptable use of funding source Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$9,100.00	SSutorus
Magic Jump Rentals	(13719) Rental of 5 carnival games for Opening Day event at SBVC; order #3636; ASB General Trust fund Term: 8/23/2016 - 8/23/2016  Funding Source: Trust Account	Student Life/SBVC	\$336.00	SSutorus
Maintenance Connection, Inc	(13591) Technical support, upgrades and software maintenance for "Maintenance Connect" for both CHC and SBVC Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Administrative Services/SBVC	\$12,553.92	SSutorus
Manny's Custom Upholstery	(13672) Reupholster STEM golf cart Term: 3/29/2016 - 4/30/2016  Funding Source: STEM Grant	Mathematics/SBVC	\$500.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Oberg, Kathleen dba Pharmacy Tech Consulting	(13617) Provide educational consulting services for the Pharmacy Technology Program Term: 7/1/2016 - 7/31/2016  Funding Source: General Funds	Pharmacy Technology/SBVC	\$2,000.00	SSutorus
One West Concerts, LLC	(13602) Shared promotional agreement; KVCR to promote "Giada Valenti-From Venice With Love" Concert; in exchange KVCR is to receive 100 premium tickets as giveaways; no cost to SBCCD Term: 10/2/2016 - 10/2/2016  Funding Source: N/A	TV/KVCR		SSutorus
Padilla, Mayra	(13579) Provide training for the Student Services department staff at Cal State University - San Bernardino Term: 7/14/2016 - 7/14/2016  Funding Source: Matriculation	Student Services/SBVC	\$2,000.00	SSutorus
Panera Bread	(13683) Catering for "New Student Welcome Day" event Term: 8/10/2016 - 8/10/2016  Funding Source: Matriculation	Counseling/SBVC	\$13,263.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Party Plus Rental	(13686) Rental of 4 canopies for the "New Student Welcome Day" event Term: 8/9/2016 - 8/11/2016  Funding Source: Matriculation	Counseling/SBVC	\$5,428.75	SSutorus
	Peck, Eric	(13681) Artist rendering services to compliment storytelling Term: 7/1/2016 - 6/30/2017  Funding Source: KVCR - Foundation	TV/KVCR	\$3,500.00	SSutorus
	Pitney Bowes Inc	(13588) Maintenance agreement and postage meter rental Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Administrative Services/SBVC	\$5,991.60	SSutorus
	Quantum Group, The	(13725) Production of 1,000 custom T-shirts for SBVC Financial Aid promotional giveaways; Job #6195; funded by BFAP Adm Allowance Term: 7/1/2016 - 9/30/2016  Funding Source: State Grant	Financial Aid/SBVC	\$6,605.11	SSutorus
	Quantum Group, The	(13572) Production of a pop up tent with wheels and stand with CHC logo and imprints Term: 6/1/2016 - 6/30/2016  Funding Source: EOP&S	EOP&S/CHC	\$735.21	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>					
	Queen Bean Caffè	(13735) Catering - Refreshments for Counselors meeting Term: 5/13/2016 - 5/13/2016  Funding Source: General Funds	Counseling/CHC	\$94.00	SSutorus
	Ran Graphics, Inc	(13573) Production of FY16-17 SBVC College Catalogs Term: 7/1/2016 - 8/1/2016  Funding Source: General Funds	Instruction/SBVC	\$5,119.20	SSutorus
	Ran Graphics, Inc	(13571) Production of SBVC's Fall 2016 class schedules Term: 5/17/2016 - 6/30/2016  Funding Source: General Funds	Instruction/SBVC	\$9,892.80	SSutorus
	Rayne Water Conditioning, Inc - San Bernardino	(13670) Water treatment services and tank rental for Microbiology Department Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Microbiology/SBVC	\$882.00	SSutorus
	RDO Construction Equipment Co. dba RDO Equipment Co.	(13704) On demand repairs to lawnmowers for the grounds department Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$4,300.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Redlands Plumbing, Heating and Air Conditioning Inc	(13663) On demand services for plumbing and air conditioning repairs and maintenance Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/CHC	\$5,000.00	SSutorus
Redlands, University Of	(13609) CHC Health Center to act as clinical site for participants in the Mental Health Program; no cost to SBCCD Term: 7/1/2016 - 6/30/2021  Funding Source: N/A	Health Center/CHC		SSutorus
Riverside CCD	(13705) Provide training to companies in the area; funded by the Employment Training Panel grant Term: 7/1/2016 - 6/30/2017  Funding Source: State Grant	PDC/SBCCD	\$53,900.00	SSutorus
RPW Services, Inc	(13701) Rodent control maintenance for SBVC campus grounds Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$4,860.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	San Bernardino City USD	(11981) Affiliation Agreement - Establishment and Ongoing Affiliation of the Middle College Program Held on the SBVC Campus; no cost to District; This is to approve Amendment 01 to clarify language increasing schools size and including 9th graders in the program Term: 7/1/2015 - 6/30/2018  Funding Source: N/A	Middle College/SBVC		SSutorus
	San Bernardino Regional Emergency Training Center	(13733) Joint Exercise of Powers agreement for a live-fire facility; this is to approve Amendment 01 - to change the JPA membership to remove San Bernardino City as a JPA member; no additional cost to SBCCD Term: 6/29/1998 - 6/30/2030  Funding Source: N/A	Program Development/CHC		N Simpson
	San Bernardino, County of	(13631) MOU - San Bernardino County Workforce Development Board to administer employment and training programs in accordance with the Workforce Innovation and Opportunity Act; no cost to SBCCD Term: 6/30/2016 - 6/29/2019  Funding Source: N/A	PDC/SBCCD		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Shepard Bros., Inc.	(13590) Monthly water treatment for SBVC Central Plant; includes a one-time fee for five totes of chemicals Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$43,070.00	SSutorus
Shred-It	(13666) On demand document shredding service Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Admissions & Records/SBVC	\$5,000.00	SSutorus
Shred-It	(13667) On-demand document shredding service Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	District Police/SBCCD	\$500.00	SSutorus
Sodexo - Cal State San Bernardino Catering	(13615) Catering for the Student Services Manager's Retreat Term: 7/13/2016 - 7/14/2016  Funding Source: Matriculation	Student Services/SBVC	\$619.25	SSutorus
Strata Information Group (SIG)	(13694) Provide consulting services for various Financial Aid projects Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	TESS/SBCCD	\$20,000.00	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Sun, The	(13734) Advertising in the San Bernardino Sun and Redlands Daily Facts to promote enrollment for both SBVC and CHC Term: 6/19/2016 - 6/30/2016  Funding Source: Advertising - General Fund	Marketing/SBCCD	\$5,000.00	SSutorus
Symons Emergency Specialist	(13626) Stand-by event emergency services for home football games Term: 9/17/2016 - 11/12/2016  Funding Source: General Funds	Athletics/SBVC	\$2,000.00	SSutorus
Taco Village	(13697) Catering for the "Region IX Transitional Dinner" event Term: 5/8/2015 - 5/8/2015  Funding Source: Student Rep Fee	Student Services/SBVC	\$2,000.00	SSutorus
Tech 4 Fit	(13659) On demand repairs of the Fitness Center equipment Term: 5/1/2016 - 6/30/2016  Funding Source: General Funds	Instruction/CHC	\$1,000.00	SSutorus
Thermo Electron North America LLC	(13600) Repairing and cleaning of 10 microscopes in the Chemistry lab Term: 6/1/2016 - 6/30/2016  Funding Source: General Funds	Chemistry/SBVC	\$4,627.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Time and Alarm Systems	(13720) On demand repairs & testing of fire alarm system at SBVC Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$5,000.00	SSutorus
Valley Tire Company	(12383) On demand services and repairs for SBVC carts; this is to approve an increase to the not to exceed amount by \$2,000 Term: 7/1/2015 - 6/30/2016  Funding Source: General Funds	Maintenance/SBVC	\$5,000.00	SSutorus
Vector USA DBA Vector Resources Inc	(13709) On demand repairs for SBVC surveillance system Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$1,500.00	SSutorus
<b><i>SubTotal for General: 92</i></b>			<b><i>\$671,778.87</i></b>	
<b><u>Income - Broadcast licensing</u></b>				
Akwesasne TV LLC	(13592) Broadcasting licensing for the airing of Akwesasne TV programs Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	TV/KVCR	\$2,500.00	SSutorus
<b><i>SubTotal for Income - Broadcast licensing: 1</i></b>			<b><i>\$2,500.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Contract Ed</u></b>				
Goodwill Southern California	(13584) PDC to provide forklift training to program participants Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	PDC/SBCCD	\$345,000.00	SSutorus
Rialto USD	(13684) Contract education for Music 105 course Term: 8/16/2016 - 12/16/2016  Funding Source: N/A	Middle College/SBVC	\$17,107.00	SSutorus
Yucaipa-Calimesa Joint USD	(13629) PDC to provide instruction and interactive model lessons of the Next Generation Science Standards (NGSS) Term: 7/26/2016 - 10/27/2016  Funding Source: N/A	PDC/SBCCD	\$5,100.00	SSutorus
<b><i>SubTotal for Income - Contract Ed: 3</i></b>			<b>\$367,207.00</b>	
<b><u>Income - Facilities Use</u></b>				
Hurst Swim	(13676) Facilities use of CHC Aquatic Center for swim practice Term: 6/6/2016 - 8/18/2016  Funding Source: N/A	Aquatics/CHC	\$1,200.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Facilities Use</u></b>				
Thunderbird Water Polo Club, Inc.	(13582) Use of CHC swimming pool for water polo practices Term: 5/16/2016 - 5/25/2016  Funding Source: N/A	Aquatics Center/CHC	\$386.79	SSutorus
United States Olympic Committee	(13675) Facilities use of CHC Aquatic Center for swim competitions Term: 9/30/2016 - 10/2/2016  Funding Source: N/A	Administrative Services/CHC	\$1,600.00	SSutorus
Yucaipa Swim Team	(13583) Facility use of CHC swimming pool for swim meets Term: 6/4/2016 - 6/5/2016  Funding Source: N/A	Aquatics Center/CHC	\$1,382.18	SSutorus
<b><i>SubTotal for Income - Facilities Use: 4</i></b>			<b><i>\$4,568.97</i></b>	
<b><u>Income - General</u></b>				
Fender Musical Instruments	(13703) PDC to offer on-site training to Fender program participants Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	PDC/SBCCD	\$20,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>Income - General</i></b>				
Foundation for California CC	(13628) Interagency Agreement - SBVC's Automotive Smog Lab to be used for State of California's BAR Smog Referee and Student Technician Training Program Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Technical Training/SBVC	\$1,000.00	SSutorus
San Bernardino, County of	(13578) Transitional Assistance Department (TAD) to provide fiscal support for Community College Work Study Program for CalWorks participants as part of the Temporary Assistance to Needy Families (TANF) program Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Calworks/SBVC	\$150,000.00	SSutorus
South Coast Air Quality Management District	(12901) Sponsorship in exchange for assistance in production services of a Public Service Announcement; This to approve contract modification to extend term date to 9/30/2016; no change in compensation Term: 2/1/2016 - 9/30/2016  Funding Source: N/A	RTVF/SBVC	\$5,000.00	SSutorus
<b><i>SubTotal for Income - General: 4</i></b>			<b><i>\$176,000.00</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>Income - Grant</i></b>				
California Department of Ed	(13580) Grant for Child Care Center: California State Preschool Program (CSPP) Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Child Care Center/SBVC	\$1,639,285.00	SSutorus
California Department of Ed	(13581) Grant for Child Care Center: General Child Care and Developmental Program - CCTR Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Child Care Center/SBVC	\$704,449.00	SSutorus
CCC Chancellor's Office	(13737) Academic Affairs Middle College High School Grant Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Middle College/SBVC	\$99,000.00	SSutorus
CCC Chancellor's Office	(13689) Grant for Enrollment Growth for Associate Degree in Nursing program Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	Nursing/SBVC	\$182,500.00	SSutorus
<b><i>SubTotal for Income - Grant: 4</i></b>			<b><i>\$2,625,234.00</i></b>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Underwriter</u></b>					
	University of California - Riverside	(13574) Underwriter agreement for morning "TAP, Bonus, and Traffic" programs on KVCR-FM Term: 7/1/2016 - 6/30/2017  Funding Source: N/A	FM/KVCR	\$15,000.00	SSutorus
<b><i>SubTotal for Income - Underwriter: 1</i></b>				<b><i>\$15,000.00</i></b>	
<b><u>Joint Power/Piggyback Purchase</u></b>					
	Apple Computers, Inc	(13655) Purchase of a MacBook Pro with Retina Display; Piggyback bid from Glendale Unified School District Term: 6/1/2016 - 6/30/2016  Funding Source: General Funds	TESS/SBCCD	\$2,351.94	SSutorus
	Dell Computer Company	(13607) Purchase of 2 Latitude 13 7000 series computers; piggyback bid WSCA 7-15-70-34-003 Term: 5/1/2016 - 6/30/2016  Funding Source: General Funds	Health Center/CHC	\$2,257.57	SSutorus
<b><i>SubTotal for Joint Power/Piggyback Purchase: 2</i></b>				<b><i>\$4,609.51</i></b>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Leases</u></b>					
	Suerte Associates, LLC	(7395) Lease of general office space and Braille production center; Amendment for extension to lease current Braille Production center facilities for three months while preparing to move to the new location; additional cost to the lease is \$10,234.53 Term: 7/1/2010 - 8/31/2016	TESS/SBCCD	\$218,822.53	SSutorus
		Funding Source: State Grant			
<b><i>SubTotal for Leases: 1</i></b>				<b>\$218,822.53</b>	
<b><u>Maintenance Agreement</u></b>					
	Backflow Solutions	(13632) On demand backflow tests, repairs, and maintenance for the Grounds Department at CHC Term: 7/1/2016 - 6/30/2017	Maintenance/CHC	\$2,000.00	SSutorus
		Funding Source: General Funds			
	Cintas Fire Protection	(12016) Inspection and testing on fire alarm systems Term: 7/1/2015 - 6/30/2020	District M & O/SBCCD	\$35,000.00	SSutorus
		Funding Source: General Funds			



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
Climatec Building Technologies Group	(13664) Maintenance agreement for heating ventilation and air conditioning controls for CHC campus buildings Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Maintenance/CHC	\$46,356.00	SSutorus
Facilities Protection Systems	(13692) Maintenance on the fire suspension systems in the Computer Science building Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	TESS/SBCCD	\$1,222.00	SSutorus
Grillo Filter Sales dba AAF International	(13707) Maintenance for the replacement of filters for HVAC units at CHC Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Maintenance/CHC	\$4,279.72	SSutorus
Kone, Inc	(13635) On demand repairs and maintenance on elevators at CHC Science Bldg and New Crafton Center Term: 7/1/2016 - 6/30/2021  Funding Source: General Funds	Maintenance/CHC	\$15,600.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
Pacific Parking Systems, Inc	(13585) Maintenance agreement for SBVC parking permit vending machines and on-demand repairs and parts Term: 7/1/2016 - 6/30/2017  Funding Source: Parking Fee	Administrative Services/SBVC	\$4,500.00	SSutorus
Pacific Parking Systems, Inc	(13661) Maintenance of parking permit vending machines on CHC campus and on-demand repairs and parts Term: 7/1/2016 - 6/30/2019  Funding Source: Parking Fee	Maintenance/CHC	\$9,000.00	SSutorus
Siemens Industry, Inc	(13660) HVAC Control System Service Term: 7/1/2016 - 6/30/2019  Funding Source: General Funds	Maintenance/CHC	\$23,675.00	SSutorus
Western Scientific FastServ	(13586) Maintenance agreement on Consolidated Sterilizers; includes installation and rebuilding of valves Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Administrative Services/SBVC	\$6,410.00	SSutorus
<b><i>SubTotal for Maintenance Agreement: 10</i></b>			<b><i>\$148,042.72</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Program Acquisition</u></b>				
Mushkeg Media Inc	(13621) Programming acquisition rights for "Finding Our Talk: Seasons 1-3, Finding My Talk, Living the Language" Term: 6/2/2016 - 6/1/2021  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$9,210.00	SSutorus
Palmer, Jeffrey dba Indigene Verite	(13673) Program acquisition rights for the airing of "Isabelle's Garden" Term: 7/1/2016 - 6/30/2020  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$1,800.00	SSutorus
Picture Box Distribution, Inc	(13674) Program acquisition rights for the airing of "Guardians" Term: 7/12/2016 - 7/11/2021  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$6,500.00	SSutorus
Rezolution Pictures International Inc	(12576) Programming acquisition rights for "Dab Lyiyuu" Season III; This is to approve Amendment 01 – \$288.89 price increase for IRS required assessment Term: 10/1/2015 - 9/30/2018  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$2,888.89	SSutorus
<b><i>SubTotal for Program Acquisition: 4</i></b>			<b><i>\$20,398.89</i></b>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Rescinded/Cancelled</u></b>				
H & L Charter Co, Inc	(13212) Bus rental to San Diego State University for SBVC Veterans transfer tour; trip was cancelled by department Term: 6/16/2016 - 6/16/2016  Funding Source: Student Equity	First Year/SBVC	(\$1,520.00)	SSutorus
<b><i>SubTotal for Rescinded/Cancelled: 1</i></b>			<b><i>(\$1,520.00)</i></b>	
<b><u>Sheriff On Site Supervisor</u></b>				
Fries, Kevin	(9506) Sheriff's On Site Supervisor - Supervisory services with regards to instruction for Police Science Courses Term: 9/13/2013 - 9/12/2018  Funding Source: N/A	Police Science/SBVC	No Cost	SSutorus
<b><i>SubTotal for Sheriff On Site Supervisor: 1</i></b>				
<b><u>Software/Online Services</u></b>				
CPP, Inc	(13656) Testing software for 200 uses of Strong Profile, College Edition Administration for career assessment and 200 uses of Skills One for personality assessments Term: 5/20/2016 - 6/30/2016  Funding Source: Matriculation	Counseling/SBVC	\$14,390.79	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Crimestar Corp	(13721) Software License for "RMS Records Management System" for the District Police Department Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	District Police/SBCCD	\$1,500.00	SSutorus
Digicert, Inc	(13700) Digicert Wildcard plus certification used to encrypt web traffic Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	TESS/SBCCD	\$3,443.00	SSutorus
Foundation for California CC	(13696) Software license for "ESRI ArcView" software for both SBVC and CHC campuses used to understand and visualize data Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	TESS/SBCCD	\$4,000.00	SSutorus
Gallup Organization - Gallup Press Department	(13601) Online access to "Strengths Finder" and book access codes Term: 5/1/2016 - 6/30/2016  Funding Source: Matriculation	Counseling/SBVC	\$4,595.40	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>				
Kore Technologies	(13688) Software licensing for "Kourier Integrator Software" used to provide connection to the student information system Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	TESS/SBCCD	\$3,462.37	SSutorus
SofterWare	(13699) Software license for "DonorPerfect" online essentials access Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Foundation/SBVC	\$1,722.00	SSutorus
Valentine & Company dba SmartCatalog	(13724) Software hosting fee for database management of CHC catalogs and schedules Term: 7/1/2016 - 6/30/2017  Funding Source: General Funds	Instruction/CHC	\$6,500.00	SSutorus
<b><i>SubTotal for Software/Online Services: 8</i></b>			<b><i>\$39,613.56</i></b>	
<b><u>Subgrantee</u></b>				
Colton Joint USD	(13679) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2015 - 12/31/2017  Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$528,580.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Subgrantee</u></b>				
Redlands USD	(13678) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2015 - 12/31/2017  Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$185,000.00	SSutorus
Regents of University of CA, The - Riverside Campus	(8867) Accomplish the objectives in the Minority Science and Engineering Improvement program Grant; This is to approve Amendment 01- to extend term date to 09/30/2016 at no additional cost to SBCCD Term: 12/14/2012 - 9/30/2016  Funding Source: Federal Grant	Grant Development/SBVC	\$35,383.00	SSutorus
Rialto USD	(13730) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2015 - 12/31/2017  Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$389,340.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>Subgrantee</i></b>				
San Bernardino City USD	(13611) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provided services of the grant objectives Term: 7/1/2015 - 12/31/2017  Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$858,200.00	SSutorus
Yucaipa-Calimesa Joint USD	(13680) Subgrantee agreement for AB104 Adult Education Block Grant (AEBG); subgrantee to provide services of the grant objectives Term: 7/1/2015 - 12/31/2017  Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$73,880.00	SSutorus
<b><i>SubTotal for Subgrantee: 6</i></b>			<b><i>\$2,070,383.00</i></b>	

***Grand Total Contracts for Board Date 7/14/2016: 158***



## Routine Contracts - Summary

Scheduled Board Meeting 07/14/2016

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Bond Measure Funded</u>	9	\$74,217.59
<u>Braille Transcribing</u>	1	\$39,000.00
<u>Broadcast Rights</u>	4	\$37,557.34
<u>Clinicals</u>	2	\$0.00
<u>General</u>	92	\$771,778.87
<u>Joint Power/Piggyback</u>	2	\$4,609.51
<u>Lease</u>	1	\$218,822.53
<u>Maintenance Agreement</u>	10	\$148,042.72
<u>Program Acquisition</u>	4	\$20,398.89
<u>Rescinded/Canceled</u>	1	(\$1,520.00)
<u>Sherriff's On Site Supervisor</u>	1	\$0.00
<u>Software/Online Services</u>	8	\$39,613.56
<u>Subgrantee</u>	6	\$2,070,383.00
	141	
		<b>Total Expenses</b>
		<b><u><u>\$3,422,904.01</u></u></b>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Broadcast Rights</u>	1	\$2,500.00
<u>Income - Contract Ed</u>	3	\$367,207.00
<u>Income - Facilities Use</u>	4	\$4,568.97
<u>Income - General</u>	4	\$176,000.00
<u>Income - Grant</u>	4	\$2,625,234.00
<u>Income - Underwriter</u>	1	\$15,000.00
	17	
		<b>Total Income</b>
		<b><u><u>\$2,820,802.97</u></u></b>
<b>Total Number of Contracts</b>	<b><u><u>158</u></u></b>	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

### **RECOMMENDATION**

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

### **OVERVIEW**

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

### **ANALYSIS**

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Funds for materials sold will be provided to the district within 30 days after auction and positively impact the budget.

Fixed Assets Surplus Report  
July 14, 2016

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
17685	6/10/2016	CHC	HP LaserJet Printer	7/1/2008	\$1,184.29	\$0.00
30119	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30120	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30122	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30123	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30128	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30129	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30130	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30131	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30132	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30139	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30140	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30142	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30145	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30147	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30148	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30150	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30151	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30153	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30157	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30164	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30166	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30169	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30170	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30172	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30174	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30175	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30177	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30178	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30182	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30183	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30184	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30185	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30187	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30188	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30189	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30192	6/6/2016	CHC	COMPUTER	7/1/2009	\$1,184.29	\$0.00
30488	6/10/2016	CHC	CPU	5/25/2012	\$1,290.74	\$0.00
30491	6/10/2016	CHC	CPU	5/25/2012	\$1,290.74	\$0.00
30492	6/10/2016	CHC	CPU	5/25/2012	\$1,290.74	\$0.00
30493	6/10/2016	CHC	CPU	5/25/2012	\$1,290.74	\$0.00
30497	6/10/2016	CHC	CPU	5/25/2012	\$1,290.74	\$0.00

Non-Fixed Assets Surplus Report  
July 14, 2016

Sharp 27" TV	1 ea
Dell Optiplex 790SFF Computer	1 ea
1907 FP Dell Monitor	9 ea
1997 Chevy S-10 pick-up	1 ea
Hard Drives	40 ea
Keyboards	35 ea
Dissecting Scope	24 ea
Mac Book Air	1 ea
All-in-one monitor stands	6 ea
All-In-One Stand	1 ea
Wide Dell Monitors	47 ea
Miscellaneous Cables	2 boxes

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence Strong, Director of Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Vacation Payout

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the payout of 20 days of earned vacation for Bruce Baron at the rate of \$995.61 per day, totaling \$19,912.20.

**OVERVIEW**

Payout of vacation for district administrative personnel requires approval from its Board of Trustees.

**ANALYSIS**

Bruce Baron, Chancellor of the San Bernardino Community College District, has requested a payout of vacation in the amount of \$19,912.20

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

None

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

### **OVERVIEW**

The 2015-16 Final Budget adopted by the Board of Trustees on September 10, 2015 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

### **ANALYSIS**

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION TO APPROVE TRANSFERS FROM  
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS  
July 14, 2016

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_,  
the following resolution is hereby adopted:

WHEREAS, on the 10<sup>th</sup> day of September, 2015, the San Bernardino Community College District (the District) adopted the 2015-16 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on July 14, 2016, by the following majority vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Bruce Baron, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 RESOLUTION TO APPROVE TRANSFERS FROM  
 RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS  
 July 14, 2016

EXHIBIT A

Fund 84 – Workers Compensation

Fund Balance Prior to Transfer(s)			\$4,248,747	
Date	Ref #	Transfer to Classification	Amount	Comments
05/18/2016	161103	5000 Other Expenses	(\$220,000)	<i>To fund 2015-16 workers compensation payments through 6/30/2016.</i>
Fund Balance After Transfer(s)			\$4,028,747	



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval to Adopt a Resolution to Appropriate Funds

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the appropriation of income from the general reserve to various major expense classifications as indicated by need on the attached resolution.

### **OVERVIEW**

The 2015-16 Final Budget adopted by the Board of Trustees on September 10, 2015 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional funds may become available. According to Title 5, §58308, and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

### **ANALYSIS**

The Board is being asked to adopt a resolution approving the appropriation of funds in excess of final budget allocation, based on need, to the various expenditure classifications indicated on the attached resolution.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will allow for the appropriation of income to various expense classifications to match revenues over and above that which was anticipated in the 2015-16 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION  
FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS  
July 14, 2016

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_,  
the following resolution is hereby adopted:

WHEREAS, on the 10<sup>th</sup> day of September, 2015, the San Bernardino Community College District (the District) adopted the 2015-16 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58308 of the California Code of Regulations and District Administrative Procedure 6250 stipulate that all income accruing to the District in excess of the amounts required to finance the total proposed expenditures, including transfers to other community college districts and funds, as shown in the budget of the District shall be added to the general reserve of the District; and

WHEREAS, Title 5, §58308 of the California Code of Regulations and District Administrative Procedure 6250 also stipulate that the governing board may pass a resolution setting forth the need according to major classification, expenditures to be met from any portion of the general reserve derived from assured income in excess of the total amount anticipated in the budget; and

WHEREAS, the appropriations listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a majority vote, to approve said appropriations.

PASSED AND ADOPTED by the Board of Trustees on July 14, 2016, by the following majority vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Bruce Baron, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION  
 FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS  
 July 14, 2016  
 EXHIBIT A

Ref #	Income	Amount	Major Classification	Comments	
<b>Fund 84 – Worker’s Compensation</b>					
05/19/2016	161115	\$22,000	\$22,000	5000 Other Expenses	Transfer from Fund 01 into Fund 41 to cover Citadel invoices.
<b>Fund 01 – General Fund</b>					
05/24/2016	161116	\$1,940	\$1,940	2000 Classified Salaries	To reflect increase in Disabled Student Programs & Services allocation.
05/24/2016	161121	\$1,263	\$1,263	1000 Academic Salaries	To reflect increase in Disabled Student Programs & Services allocation.
		\$25,203	\$25,203	Total Funds to be Appropriated	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assistant to the Chancellor

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval of Individual Memberships

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached request for individual memberships.

### **OVERVIEW**

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

### **ANALYSIS**

Individual memberships related to job duties are submitted when institutional memberships are not available.

### **BOARD IMPERATIVE**

I. Institutional Effectiveness  
IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**SBVC MEMBERSHIPS**

<b>NAME</b>	<b>MEMBERSHIP</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Dr. James Smith	American Evaluation Association (AEA)	AEA helps members gain knowledge to be more effective in their jobs allowing them access to online archives and access in the AEA member director to collect information to enhance their work.	\$99.00	Research, Planning & Institutional Effectiveness Department General Fund	

**EDCT MEMBERSHIPS**

<b>NAME</b>	<b>MEMBERSHIP</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Ashley Gaines	AcademyGo	Resource for non-profit organizations	\$50.00	EDCT Foundation	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assistant to the Chancellor

**DATE:** July 14, 2016

**SUBJECT:** Consideration to Approve Conference Attendance

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached requests for Conference Attendance.

### **OVERVIEW**

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and district office.

### **ANALYSIS**

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

### **BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**DISTRICT CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Board of Trustees	Board of Trustees	CCLC Annual Legislative Conference, Effective Trusteeship Workshop, and Board Chair Workshop	01/26/17	01/31/17	Sacramento, CA	The conferences allow the attendees to connect with other advocates and learn the latest news on the state budget and get an overview of responsibilities required for board members.	\$3000 per person - not to exceed 3 Trustees	Board of Trustees General Funds	
Board of Trustees	Board of Trustees	ACCT National Legislative Conference & Breakfast	02/12/17	02/18/17	Washington, DC	To attend sessions to receive a briefing on the new community college legislative priorities.	\$4000 per person - not to exceed 3 Trustees	Board of Trustees General Funds	
Board of Trustees	Board of Trustees	ACCT National Legislative Conference & Breakfast	02/12/17	02/18/17	Washington, DC	To attend sessions to receive a briefing on the new community college legislative priorities.	\$4000 per person - not to exceed 2 Student Trustees	Board of Trustees General Funds	
Board of Trustees	Board of Trustees	Annual CCLC Trustees Conference	05/03/17	05/08/17	Lake Tahoe, NV	Annual conference for community college trustees.	\$3000 per person - not to exceed 3 Trustees	Board of Trustees General Funds	
Board of Trustees	Board of Trustees	CCLC Student Trustees Workshop	08/11/16	08/15/16	Burlingame, CA	This workshop is designed to help student board members become knowledgeable, influential, education policy-makers. It also provides the opportunity to meet and talk with other student trustees from around the state.	\$3000 per person - not to exceed 2 Student Trustees	Board of Trustees General Funds	



**DISTRICT CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Board of Trustees	Board of Trustees	CCLC Annual Convention	10/04/16	10/10/16	New Orleans, LA	To foster greater understanding of and appreciation for community college boards; support boards in their efforts to develop public policies focusing on meeting community needs; help build board governance leadership and advocacy capacity through in-service education and training programs; and support boards through specialized services and programs.	\$4000 per person - not to exceed 3 Trustees	Board of Trustees General Funds	
Board of Trustees	Board of Trustees	ACCT Leadership Congress	11/17/16	11/19/16	Riverside, CA	To find opportunities and strategies to benefit our students and District.	\$1500 per person - not to exceed 7 Trustees	Board of Trustees General Funds	
Erika Almaraz	Business & Fiscal Services	ACCCA Administration 101 Program	07/24/16	07/28/16	Irvine, CA	Sponsored by the Association of California Community College Administrators, this program affords the opportunity to learn about technical, regulatory and legal issues impacting California community colleges from seasoned practitioners and system leaders.	\$2,050	Internal Audit General Funds	

**CHC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Breanna Andrews, Larry Aycock, Joe Cabrales, Kirsten Colvey, Kristina Heilgeist, Ernesto Rivera	Student Services	Hobsons University 2016	07/24/16	07/28/16	Las Vegas, NV	Collaborate with other higher education professionals to share innovative and creative approaches to using Starfish.	\$2,175.00 each	Counseling Matriculation Categorical Funding	
Beverly Rapouw	Student Life	Community College League of California Student Trustee Workshop	08/12/16	08/14/16	Burlingame, CA	Student Trustee to attend the workshop which is designed to help student board members become knowledgeable, influential, education policy-makers. It also provides the opportunity to meet and talk with other student trustees from around the state.	1,227.00	Student Rep Fee Account to be reimbursed by the District	
T. L. Brink	Psychology	Respiratory Learning 2016	08/16/16	08/21/16	New York, NY	This conference is about Collaboration and Inspiration Through Games. Opportunity to incorporate these online games into my course content for online classes.	Time Only	n/a	

**CHC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
T. L. Brink	Psychology	Mexican Psychological Association	10/04/16	10/09/16	Mexico City, DF Mexico	Mr. Brink will present a paper co-authored with faculty colleagues here at Crafton on Behavioral Science.	Time Only	n/a	
Ben Gamboa, Gio Sosa	Office of Institutional Effectiveness, Research and Planning	2016 Strengthening Student Success Conference	10/04/16	10/08/16	Garden Grove, CA	To continue ongoing knowledge and strategies for building institutional effectiveness, supporting student learning, and increasing equitable outcomes.	\$1,320.00 each	Research and Planning General Fund	
Cindy Omana, Andrea Laguna-Morales, Ericka Paddock	Student Life	Hispanic Association of Colleges and Universities (HACU) Annual Conference	10/07/16	10/11/16	San Antonio, TX	One student to attend the HACU conference	2,200.00	Student Rep Fee Account to be reimbursed by the District	
Judy Cannon	Honors	NCHC Annual Conference 2016	10/11/16	10/17/16	Seattle, WA	To enhance the knowledge and skills in developing and expanding the honors program	2,755.00	Honors Program General Fund	

**CHC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
T. L. Brink	Psychology	American Academy of Religion	11/18/16	11/22/16	San Antonio, TX	Mr. Brink has been invited by the Religion and Culture Division of the AAR to give a special presentation on Resilience in Later Life. This ties into all of his classes: General Psychology, Lifespan, World Religions.	Time Only	n/a	

**SBVC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATE D COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Emma Diaz	Mathematics, Business & Computer Technology	Comprehensive Adult Student Assessment Systems (CASAS) National Summer Institute 2016	06/21/16	06/23/16	San Diego, CA	Emma will attend several workshops that will present an opportunity to see best practices on a national level. She will bring back new ideas and incorporate them into existing programs and/or build successful pathways within their districts.	\$ 1,345.76	Adult Education Block Grant (AEBG)	RATIFICATON: The original conference paperwork was approved on April 29, 2016 for the attendee for one night but the host system extended the course offerings and will need to stay for 2 nights
Dr. Wallace Johnson	Social Sciences, Human Development & Physical Education (SSHDPE)	Great Deans Program Kick-Off	07/13/16	07/15/16	Sacramento, CA	Dr. Johnson will gain leadership skills and stay abreast of current events that impact community colleges statewide. Dr. Johnson will attend workshops and seminars to increase his knowledge base which will be shared with faculty and staff.	\$ 1,000.00	Social Sciences General Fund	RATIFICATION. The invitation to join this program came to Mr. Johnson on May 31 but was not invoiced in time to meet the June board date and travel is prior to the July board date of July 14th.

**SBVC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATE D COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Henry Hua	Instruction	California Community Colleges Enrollment Management Academy	07/18/16	07/21/16	Claremont, CA	During this conference, Henry will spend four days involved in intensive investigation into enrollment management principles and best practices. The benefit will be that the information learned will give the opportunity to develop the genesis of an enrollment management plan at SBVC.	\$ 1,644.00	Instruction General Funds	
Johnny Conley	First Year Experience	11th Annual Hobsons University	07/24/16	07/28/16	Las Vegas, NV	For the implementation of the Educational Planning Initiative with California State Chancellors Office for the Common Assessment and educational plans. We are the pilot school and sending a team to learn more about the software integration.	\$ 1,906.00	Student Success & Support Program Categorical Fund	

**SBVC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATE D COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Yvonne Beebe	Mathematics, Business & Computer Technology	California Acceleration Project (CAP) Design & Development Institute	09/09/16	09/11/16	Merced, CA	Yvonne will become up to date on the new programs being offered this year to assist colleges develop new approaches for incoming students. The benefit will be in working with CAP, we hope to see dramatic gains in our student completion to transfer-level English and Math requirements.	\$ 1,158.14	Student Equity Categorical Funds	
Ricky Shabazz	Student Services	Hispanic Association of Colleges & Universities (HACU) 30th Annual Conference	10/08/16	10/11/16	San Antonio, TX	To represent San Bernardino Community College District and San Bernardino Valley College as a Hispanic Serving Institution to representatives from across the country. To showcase successful and exemplary programs and initiatives of HACU member institutions; discuss emerging trends in higher education affecting Hispanics and student-centered learning.	\$ 1,757.89	Student Equity Categorical Fund	

**SBVC CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATE D COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Ricky Shabazz	Student Services	23rd National Conference on Students in Transition	10/14/16	10/17/16	New Orleans, LA	Professional Development on Student Success initiatives and assessment strategies that support Student Success. To learn the latest trends, best practices, ideas, research and focused on supporting student success in the first college year and beyond and to bring back the information to San Bernardino Valley College.	\$ 2,418.00	Student Equity Categorical Fund	
Ricky Shabazz	Student Services	15th Annual Leadership Development Institute for African American Mid-level Administrators	10/22/16	10/28/16	St. Paul, MN	To enhance individual leadership skills while providing opportunities for professional and personal growth and networking. Networking opportunities with African American leaders and Lakin participants, research opportunities, complimentary membership to National Council on Black American Affairs (NCBAA) and its regional affiliates, and membership in the Scholars Alumni Association are provided.	\$ 4,066.78	Student Services General Fund	



**TESS CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Michael Aquino	TESS	Hobsons University 2016	7/24/2016	7/28/2016	Las Vegas, NV	To collaborate with other Higher Education professionals to share innovative and creative approaches to using Starfish. Starfish will be the new platform for the District's Student Planning and Early Alert.	\$1,575.00	DCS General Funds	
Osman Parada	TESS	VMWorld 2016	8/22/2016	9/1/2016	Las Vegas, NV	The District's systems run of VMware technology. The skills gained from this training will help in implementing the latest in virtualization innovations in the data center for storage, networking, security, management, workforce mobility and hybrid cloud services in our District.	\$6,553.00	DCS General Funds	

**TESS CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Joyce Bond and Dianna Jones	TESS	Ellucian Learn 2016	09/18/16	09/22/16	Reston, VA	This is an opportunity for hands on training on new technology solutions provided by Ellucian technical traing staff. To gain firsthand knowledge on implementing enhancements and software updates for Colleague Administrative System and API Development	\$4,258.00 per person	DCS General Funds	

**KVCR CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATE D COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Alfredo Cruz, Frank Blanquet and Lillian Vasquez	KVCR/FNX	National Educational Telecommunications Association (NETA) 2016	09/18/16	09/22/16	Baltimore, MD	This event offers relevant content and timely information for the industry.	\$6,000.00	FNX San Manuel Funds	
Frank Blanquet	KVCR/FNX	Excellence in Journalism 2016	09/17/16	09/21/16	New Orleans, LA	Attend best practices trainings and workshops for Journalists and broadcasters. Seek out new networking partnership opportunities as well as new technologies and software. FNX is also up for a NAJA Award at this event.	\$1,700.00	FNX San Manuel Funds	

**EDCT CONFERENCE ATTENDANCE**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>CONFERENCE NAME</b>	<b>TRAVEL START DATE</b>	<b>TRAVEL END DATE</b>	<b>CITY, STATE</b>	<b>PURPOSE</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/ AMENDMENT</b>
Ashley Gaines	Economic Development and Corporate Training Foundation	CCCAOE 2016 Leadership Academy	06/20/16	06/23/16	San Diego, CA	The purpose of this leadership academy is to build core knowledge, skills, and networking essential to Career Technical Education (CTE) and Economic Workforce Development (EWD) professionals. The value is to gain knowledge on how to maximize the effectiveness of CTE and EWD programs and evaluate those programs and build appropriate successful new programs and services.	\$2,075.00	EDCT Foundation General Funds	
Edwardo Rubio	Economic Development and Corporate Training Foundation	71st CEA International Conference & Training Event	08/01/16	08/03/16	Long Beach, CA	The purpose of this conference is to present on effective re-entry models and provide effective partnerships. The value is to network among peers of correctional institutions.	\$1,054.06	Cal Trans #2 Categorical Funds	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assistant to the Chancellor

**DATE:** July 14, 2016

**SUBJECT:** Consideration to Approve District/College Expenses

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached requests for District/College Expenses.

### **OVERVIEW**

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

### **BOARD IMPERATIVE**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.

**DISTRICT EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Career Fairs and Events	7/1/2016 through 6/30/2016	Attendance at career fairs and events to recruit new talent	\$15,000.00	Human Resources General Funds	
Implementation of ERP System	July 1, 2016 June 30, 2017	Lunches for various staff and team members during parrticipation in all-day implementation sessions.	\$5,000.00	Capital Outlay	

**CHC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/A MENDMENT</b>
CHC Fall 2016 CARE/CalWORKs Mini Conference	08/04/16	Meals for new and continuing students in the CARE and CalWORKs Program during the mini conference held at Crafton Hills College on 08-04-16.	\$1,500.00	CARE and CalWORKs categorical funding	
Left Lane Family Orientation at Roadrunner Rally	08/10/16	Refreshments. Purchase refreshments for the successful Left Lane Orientation students and families who will be attending the Roadrunner Rally.	\$500.00	Counseling Center general fund	
Foster Youth Advisory Committee Meeting	09/22/16	Refreshment and Supplies. Sponsored by Extended Opportunity Programs and Services (EOP&S), provide refreshments for the Foster Youth Advisory Committee. Attendees will be community members an CHC College faculty and staff.	\$1,000.00	EOPS and Workforce Readiness General Fund	

**CHC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/A MENDMENT</b>
Fall 2016 University Transfer Fair	09/26/16	Refreshments and Supplies. Sponsored by the Transfer Center, the Transfer Fair is intended to provide an opportunity for students to meet with public, private and out-of-state universities at CHC. Exposure to a variety of institutions as well as making a connection with the representatives will assist students with obtaining admissions information, getting their questions answered, and ultimately transferring to a 4-year institution.	\$600.00	Transfer Center general fund	
CHC Spring 2017 CARE/CalWORKs Mini Conference	01/06/17	Meals for new and continuing students in the CARE and CalWORKs Program, during the mini conference held at CHC.	\$1,500.00	CARE and CalWORKs categorical funding	
Transfer Center Luncheon	05/18/17	Refreshments and Supplies. Sponsored by the Transfer Center, the recognition ceremony celebrates students who have achieved transfer success from CHC.	\$2,000.00	Transfer Center general fund	



**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Associated Student Government Region IX/Transitional Dinner	05/08/15	Meals Sponsored by the Associated Student Government (ASG), ASG will host the 2015 Region IX Conference and ASG Transitional Dinner at San Bernardino Valley College (SBVC). The purpose of this event was to hold the annual Region IX Conference as well as transition newly elected ASG members into their positions, while recognizing the outgoing members. Anticipated attendance was 120 students and advisors from the Region IX area. Joseph Nguyen served as the advisor.	\$2,000.00	Student Representation Fee Fund	AMENDMENT: This item was previously board approved at the October 9, 2014 board meeting. Item is being amended to update the additional meal cost from \$400.00 to \$2,000, increase the attendance from 50 to 120, change the event name to include the transitional dinner portion and change the advisor from Carolyn Lindsey to Joseph Nguyen.

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Student Fieldtrip to Metrolink.	05/13/16	Student Metrolink passes. Students in Dr. Heibel's class on CA Geography will participate in a field trip to Los Angeles. Students will tour the SB train depot and then take the Metrolink to Union Station, which is included in the urban tour. This field trip experience supports the course curriculum since students explore public transportation, culture, and urban development within the Inland Empire and the Los Angeles basin. Anticipated attendance is 22 students and one faculty. Chaperone will be Dr. Todd Heibel.	\$404.00	CTE Enhancement Grant	RATIFICATION/AMMENDMENT. This expense was previously board approved at the April 14, 2016 board meeting for the date of May 6 but the trip was postponed until May 13, 2016. This item is being amended to include the increase in the amount approved from \$266.50 to \$404.00 which is due to more students participating than originally planned. Additional students did not get the group rate so additional funds were required. Also, source of funds corrected to CTE Enhancement Grant.

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Pharmacy Technology Advisory Committee Meetings	07/01/16-06/30/17	Refreshments. Anticipated attendance at each meeting is approximately 20 community members, faculty, staff and other experts in the field to enhance communication and to review and provide guidance for the program.	\$350.00	Perkins Grant Funds	
Psychiatric Technology Advisory Committee Meetings	07/01/16-06/30/17	Refreshments. Anticipated attendance is approximately 30 community members, faculty, staff and other experts in the field to enhance communication and to review and provide guidance for the program.	\$250.00	Perkins Grant Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Nursing Program Advisory Committee Meetings	07/01/16-06/30/17	Refreshments. Anticipated attendance is approximately 30 community members, faculty, staff and other experts in the field to enhance communication and to review and provide guidance for the program.	\$350.00	Perkins Grant Funds	
Geographic Information Systems Advisory Committee Meetings	07/01/16-06/30/17	Refreshments. Anticipated attendance is approximately 15 community members, faculty, staff and other experts in the field to enhance communication and to review and provide guidance for the program.	\$300.00	Perkins Grant Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Applied Technology, Transportation and Culinary Arts Advisory Committee Meetings and Career Technical Education (CTE) Events	07/01/16-06/30/17	Refreshments, supplies and materials. The division will host events and meetings with middle and high schools, ROP's, employers, industry partners and other stakeholders to develop articulations, partnerships and introduce programs offered within the division.	\$2,675.00	Career Technical Educational Grant Funds, National Science Foundation Grant and The Applied Technology, Transportation & Culinary Arts Division General Funds	
Region IX Financial Aid Director's Meeting	07/21/16	Refreshments and Meals Sponsored by the San Bernardino Valley College (SBVC) Financial Aid Office, this event is to host the Chancellor's Office Region IX Financial Aid Director's meeting to gain updates on Financial Aid state and federal laws. Anticipated attendance is approximately 20 directors and staff.	\$275.00	Financial Aid Categorical Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Graphic Design/Web & Multimedia Advisory Committee Meetings	08/01/16-06/30/17	Refreshments. Advisory Committees meet to discuss issues of curriculum, student success and job placement. Advisory committee input is critical to the success of CTE Programs and their students. Expected attendance is 20 people which include community members, faculty and students.	\$50.00	Arts & Humanities General Funds	
Radio/TV/Film and Inland Empire Media Academy Advisory Committee Meetings	08/01/16-06/30/17	Refreshments. Advisory Committees meet to discuss issues of curriculum, student success and job placement. Advisory committee input is critical to the success of CTE Programs and their students. Expected attendance is 20 people which include community members, faculty and students.	\$50.00	Arts & Humanities General Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Nursing Success Academy	08/01/16-08/05/16	Refreshments and materials. It is anticipated that 40 to 60 new nursing students will attend workshops that will better prepare them for their chosen career studies.	\$750.00	Nursing Enrollment and Growth Grant	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
EOPS/CARE Meal Vouchers	08/01/16-06/30/17	Meal Vouchers Sponsored by the EOPS office, meal vouchers will provide students with the opportunity to have a meal at school. EOPS/CARE students will receive a meal voucher when submitting their progress report and completing their third appointment. Each month, the program will receive an invoice from the San Bernardino Valley College (SBVC) Cafeteria Personnel with a student list attached. The meal vouchers are \$5.00 each. Approximately 150-300 students use these meal vouchers on a monthly basis.	\$15,000.00	EOPS Categorical Fund	



**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Associated Student Government (ASG) Summer Retreat	08/02/16-08/04/16	Rentals, Lodging, Supplies, Mileage and Meals Sponsored by the ASG, with the Office of Student Life, to conduct the annual summer retreat where ASG members are given information, training and guidelines for SBCCD policies and procedures as well as team building and conflict resolution skills. All activities will take place in the San Bernardino Double Tree Hotel in San Bernardino, CA. Anticipated attendance is 20 students and two staff members. Justine Plemons and Amanda Moody will attend as staff members. Raymond Carlos will service as the chaperone.	\$9,000.00	Associated Student Government General Fund and Student Representation Fee Fund	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
New Student Welcome Day	08/10/16	Rentals, Entertainment and Meals Sponsored by the Student Success and Support Program, the Annual New Student Welcome Day is an all-day event that is geared toward new students attending San Bernardino Valley College (SBVC) in the upcoming academic school year. It consists of campus tours, presentations from various departments speaking and in some instances doing a demonstration about what programs are offered at San Bernardino Valley College. Lunch will be provided. Anticipated attendance is 1,100 students, faculty and staff.	\$21,191.75	Student Success and Support Program Categorical Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Fall 2016 Adjunct Orientation	08/12/16	Meals, Refreshments and Supplies for Fall 2016 Adjunct Orientation which gives part-time faculty members the opportunity to learn about the upcoming Fall semester. Anticipated attendance is approximately 300 district, faculty and staff members.	\$2,000.00	Professional Development General Fund	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
2016 San Bernardino County Water Conference	08/12/16	Exhibitor booth and Municipality Table. This conference being held at Ontario Convention Center, Ontario, CA enables the public to engage with business, community and civic leaders to discuss issues such as the state's water resources, supply vs demand situation, financing and next steps in dealing with these issues. To promote and showcase the Water Supply Technology Program and form possible partnerships with this outreach activity. Anticipated attendance is approximately 10 faculty, staff , administrators and trustees.	\$1,449.00	NSF Bridging the Water Divide Grant	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Fall In-Service Day, All Campus Meeting	08/15/16	Refreshments and Supplies Sponsored by the President's Office, this event is SBVC's annual all campus meeting to kick off the fall semester. Anticipated attendance is approximately 360 faculty, staff , administrators and trustees.	\$2,300.00	President's Office General Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
Associated Student Government Week of Welcome	08/23/16-08/25/16	Rentals, Meals, Supplies, Advertising and Prizes Sponsored by Associated Student Government (ASG), ASG will host their fall 2016 Week of Welcome (WOW) on Tuesday, August 23rd through Thursday, August 25, 2016. The purpose of WOW is to inform and involve our new and current students of services offered and avenues to become more involved in campus life. Anticipated attendance is 1,500 students over a three day span. Raymond Carlos will serve as advisor.	\$13,300.00	Associated Student Government General Fund and Student Success and Support Program Categorical Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
2016 STEMAPALOOZA	09/23/16	<p>Services Contract to provide the day's events for our student. The 2016 STEMAPALOOZA event will be in partnership with The Alliance for Education and SB County Schools to promote Science, Technology, and Mathematics education and careers.</p> <p>Approximately 1,000 students &amp; 200 faculty and staff and partners will attend the event which will include interactive break-out-sessions, exhibitions, and panel discussions designed to highlight and focus on the opportunities in STEM for students in our community.</p>	\$12,000.00	STEM Categorical Funds	

**SBVC EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
President's Holiday Gathering & Gift Basket Extravaganza	12/02/16	Refreshments, Supplies, Decorations, and Baskets Sponsored by the President's Office, the President's Annual Holiday Gathering event. Anticipated attendance is approximately 360 faculty, staff, administrators, and trustees.	\$6,500.00	SBVC Foundation, President's Pepsi Fund Account and President's Office General Funds.	



**KVCR EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
KVCR Foundation Board Meetings	07/1/2016 - 6/30/2017	Refreshments	\$500.00	KVCR Educational Foundation	
FNX Operations Meetings	7/1/2016 - 6/30/2017	Refreshments	\$500.00	FNX San Manuel	
KVCR FM and TV Pledge Drives and Events	7/1/2016 - 6/30/2017	Refreshments, Rentals and Give-Aways	\$15,000.00	KVCR Educational Foundation	
KVCR Community Matters Events	7/1/2016 - 6/30/2017	Refreshments and Other Expenses & Fees	\$10,000.00	KVCR Educational Foundation	
FNX Live Recognition Event(s)	7/1/2016 - 6/30/2017	Refreshments, rentals and other expenses & fees	\$10,000.00	FNX San Manuel	

**EDCT EXPENSES**

<b>EVENT</b>	<b>DATE</b>	<b>ITEM BEING PURCHASED</b>	<b>ESTIMATED COST</b>	<b>FUNDING SOURCE</b>	<b>RATIFICATION/AMENDMENT</b>
EDCT and EDCT Foundation Seminars, training, meetings and fundraising	7/1/2016 - 6/30/2016	refreshments, and supplies	\$80,000.00	EDCT Categorical Funds and EDCT Foundation general funds	
EDCT Foundation Holiday Celebration	12/02/16	Refreshments, supplies, decoration, and entertainment	\$3,000.00	EDCT Foundation General Funds	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of 2018-19 Five Year Construction Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2018-19 Five Year Construction Plan.

### **OVERVIEW**

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measure M, and those supported with a combination of State and local funds. The Plan summary is attached.

### **ANALYSIS**

The Five-Year Construction Program addresses the highest priority capital construction needs throughout SBCCD. These needs were identified through planning and development with each college. Based on an in-depth analysis of the State's criteria for funding projects, coupled with the results of the Education and Facilities Master Planning process underway, the following proposals are being submitted with this year's report.

- Initial Project Proposals (IPP) – CHC Performing Arts Center Renovation, CHC Gym Replacement, and SBVC Liberal Arts Replacement
- Final Project Proposal (FPP) – SBVC Technical Building Replacement

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Approval of the Five Year Construction Plan will not impact the 2016-17 budget.

2018-22 FIVE YEAR CAPITAL OUTLAY PLAN  
(2018-19 FIRST FUNDING YEAR)

**San Bernardino CCD**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed \_\_\_\_\_  
Bruce Baron  
(Chief Executive Officer  
or their designee)

Title \_\_\_\_\_ Chancellor \_\_\_\_\_

Date \_\_\_\_\_

Contact Person Jose Torres \_\_\_\_\_

Telephone (909) 382-4021 \_\_\_\_\_

Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval

**District Projects Priority Order**

San Bernardino CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	
1	Replace Gymnasium			San Bernardino Valley College							
	11,480	2016/2017									
		\$69,376,038	NonState								
2	Clock Tower Building Renovation (SSA)			Crafton Hills College							
	-1,081	2017/2018			(E)						
		\$7,582,468	NonState	\$625,554							
3	Crafton Hall Renovation (SSC)			Crafton Hills College							
		2018/2019		(P)(W)	(C)	(E)					
		\$3,983,864	NonState	\$378,467	\$3,276,728	\$328,669					
4	Central Complex 1 Renovation (LADM)			Crafton Hills College							
	2,305	2017/2018			(E)						
		\$15,541,611	NonState	\$1,100,000							
5	Applied Technology Phase II			San Bernardino Valley College							
		2016/2017			(C)						
		\$930,000	NonState	\$841,650							
6	Technical Building Replacement			San Bernardino Valley College							
	6,136	2022/2023				(P)(W)	(C)(E)				
		\$29,293,000	State			\$1,908,000	\$27,385,000				
		\$29,293,000	NonState			\$1,908,000	\$27,385,000				
7	Liberal Arts Replacement			San Bernardino Valley College							
	7,607	2023/2024					(P)(W)	(C)(E)			
		\$14,184,000	State				\$841,000	\$13,343,000			
		\$14,184,000	NonState				\$841,000	\$13,343,000			
8	South Parking Structure			San Bernardino Valley College							
		2019/2020				(C)					
		\$33,000,000	NonState			\$33,000,000					
9	Parking Structure 2			San Bernardino Valley College							
		2024/2025						(P)	(W)		
		\$31,000,000	NonState								
10	Central Complex 2 Renovation (CHS)			Crafton Hills College							
		2019/2020		(P)	(W)	(C)					
		\$3,000,000	NonState	\$200,000	\$250,000	\$2,550,000					
11	West Complex Renovation (CL)			Crafton Hills College							
		2020/2021									
		\$294,118	NonState								
12	Performing Arts Center Renovation			Crafton Hills College							
		2022/2023				(P)(W)	(C)(E)				
		\$6,339,000	State			\$499,000	\$5,840,000				
		\$6,339,000	NonState			\$499,000	\$5,840,000				
13	Gym Replacement			Crafton Hills College							
	4,994	2022/2023				(P)(W)	(C)(E)				
		\$8,320,000	State			\$601,000	\$7,719,000				
		\$8,320,000	NonState			\$601,000	\$7,719,000				

**District Projects Priority Order**

San Bernardino CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
14	Student Support Building Expansion (S)	2019/2020	Crafton Hills College	(P)	(W)	(C)	(E)			
		\$43,500	NonState	\$5,000	\$1,500	\$37,000				
15	Transportation Building Renovation	2024/2025	San Bernardino Valley College							(P)(W)
16	Learning Environment Upgrades	2019/2020	San Bernardino Valley College			(E)				
17	Enriched Outdoor Environments	2024/2025	San Bernardino Valley College						(P)	(W)
18	Circulation & Accessibility Upgrades	2024/2025	San Bernardino Valley College						(P)	(W)
19	Security & Safety Upgrades	2022/2023	San Bernardino Valley College				(P)	(W)	(C)	
20	Ancillary Logistical & Infrastructure Up	2024/2025	San Bernardino Valley College				(P)	(W)	(C)	
21	Outdoor Kinesiology Labs	2023/2024	Crafton Hills College					(P)	(W)	(C)
22	Shallow Water Pool	2024/2025	Crafton Hills College						(P)	(W)
23	Learning Environment Upgrades	2019/2020	Crafton Hills College			(C)				
24	Security & Safety Upgrades	2022/2023	Crafton Hills College				(P)	(W)	(C)	
25	Central Plant Expansion	2024/2025	Crafton Hills College						(P)	(W)
26	Enriched Outdoor Environments	2024/2025	Crafton Hills College						(P)	(W)
27	Circulation & Accessibility Upgrades	2024/2025	Crafton Hills College						(P)	(W)
28	Ancillary Logistical & Infrastructure Up	2024/2025	Crafton Hills College				(P)	(W)(C)		

District: San Bernardino Community College District  
 College / Center: Crafton Hills College  
 Project Name: Performing Arts Center Renovation  
 Project Type: Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$232,000	\$232,000	Const. Cost Index: 6108
Working Draw. :	\$267,000	\$267,000	5 yr. Plan Priority: 12
Construction:	\$5,249,000	\$5,249,000	Net ASF: 0
Equipment:	\$591,000	\$591,000	Total GSF: 29,851
	<hr/>	<hr/>	
<b>Total Cost:</b>	<b>\$6,339,000</b>	<b>\$6,339,000</b>	
	<b>\$12,678,000</b>		

**Project Description:** The proposed project will renovate the existing Performing Arts Center. The Performing Arts Center was constructed in 1978 and has had no major renovations since its original construction. The building provides performance and instructional space for the dramatic arts and music programs. The proposed project will reconstruct the existing building to provide technological upgrades for performance spaces, reconfigure areas into large laboratory space for dramatic arts/music and improve accessibility and ADA compliance throughout the facility. This project will also provide an opportunity to upgrade building's structural, mechanical, plumbing, electrical, and security systems.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

Reconstruction of the Performing Arts Center will provide necessary improvement to building infrastructure, as well as enhance the student learning environment. Improvements to outdated facilities are an integral part of the College's Facilities Master Plan (FMP). This project is supported by the College's Educational and Facilities Master Plans by renovating facilities to support new teaching methods, responding to outdated and obsolete facilities, and restoring facility functionality and efficiency. This project is also included within the District's Five Year Construction Plan and is supported by capacity load ratios at the College.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final EIR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b> Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Instructional Space</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b> Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input checked="" type="checkbox"/> Alteration Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input checked="" type="checkbox"/> Performing Arts <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project. <b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: local bond
			- Total construction period in number of Months: <input type="text" value="12"/>



Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :  -  -   
 Date: 6/9/2016 FAX No. :  -  -   
 Prepared by: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

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Name / Title
Signature / Date

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

District: San Bernardino Community College District  
 Project Name: Performing Arts Center Renovation  
 Request For:  L  P  W  C  E

College: Crafton Hills College  
 Date Prepared: 6/9/2016  
 Escalation View:

Estimate CCI: 6108  
 Estimate EPI: 3298

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CFIS Ref. #: 40.46.XXX  
 DoF Project ID: null  
 Prepared by:

		Total Cost	State Funded		District Funded				
					State-Supportable	Non State-Supportable			
<b>1. Site Acquisition</b>		Acres:							
<b>2. Preliminary Plans</b>		Estimate CCI: 6108	\$463,298	50.00%	\$231,649	50.00%	\$231,649		
A. Architectural Fees (for preliminary plans)			\$321,454						
B. Project Management (for preliminary plans)			\$91,844						
C. Division of the State Architect Plan Check Fee									
D. Preliminary Tests (soils, hazardous materials)			\$25,000						
E. Other Costs (for preliminary plans)			\$25,000						
<b>3. Working Drawings</b>		Estimate CCI: 6108	\$533,341	50.00%	\$266,671	50.00%	\$266,670		
A. Architectural Fees (for working drawings)			\$367,376						
B. Project Management (for working drawings)									
C. Division of the State Architect, Plan Check Fee			\$84,724						
D. Community College Plan Check Fee			\$26,241						
E. Other Costs (for working drawings)			\$55,000						
(Total PW may not exceed 13% of construction)		True							
<b>4. Construction</b>		Estimate CCI: 6108	\$9,184,412	50.00%	\$4,592,206	50.00%	\$4,592,206		
A. Utility Service			\$233,502						
B. Site Development, Service			\$350,253						
C. Site Development, General			\$583,755						
D. Other Site Development			\$0						
E. Reconstruction			\$7,783,400						
F. New Construction (building) (w/Group I equip)									
G. Board of Governor's Energy Policy Allowance (2% or 3%)			\$233,502						
H. Other									
<b>5. Contingency</b>			\$642,908	50.00%	\$321,454	50.00%	\$321,454		
<b>6. Architectural and Engineering Oversight</b>			\$229,610	50.00%	\$114,805	50.00%	\$114,805		
<b>7. Tests and Inspections</b>			\$241,028	50.00%	\$120,514	50.00%	\$120,514		
A. Tests			\$91,844						
B. Inspections			\$149,184						
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>			\$199,514	50.00%	\$99,757	50.00%	\$99,757		
A. Construction Management			\$183,688						
B. Labor Compliance Program			\$15,826						
<b>9. Total Construction Costs (items 4 through 8 above)</b>			\$10,497,472		\$5,248,736		\$5,248,736		
<b>10. Furniture and Group II Equipment</b>		Estimate EPI: 3298	\$1,182,800	50.00%	\$591,400	50.00%	\$591,400		
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>			\$12,676,911		\$6,338,456		\$6,338,455		
12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	District Funded		District Funded Total	
Construction						Supportable	Non Supportable		
Reconstruction	29,851	16,719	0.56	\$466	\$261	\$231,649	\$231,649	\$231,649	
<b>13. Anticipated Time Schedule</b>						Working Drawings	\$266,671	\$266,670	\$266,670
Start Preliminary Plans	7/1/2019	Advertise Bid for Construction	8/1/2021			Construction	\$5,248,736	\$5,248,736	\$5,248,736
Start Working Drawings	3/1/2019	Award Construction Contract	10/1/2021			Equipment	\$591,400	\$591,400	\$591,400
Complete Working Drawings	11/1/2021	Advertise Bid for Equipment	5/1/2022			<b>Total Costs</b>	<b>\$6,338,456</b>	<b>\$6,338,455</b>	<b>\$6,338,455</b>
DSA Final Approval	7/1/2021	Complete Project	9/1/2022			% of SS Total	50.00%	50.00%	<b>SS Total: \$12,676,911</b>

District: San Bernardino Community College District  
 College / Center: Crafton Hills College  
 Project Name: Gym Replacement  
 Project Type: New Construction, Replacement

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$280,000	\$280,000	Const. Cost Index: 6108
Working Draw. :	\$321,000	\$321,000	5 yr. Plan Priority: 13
Construction:	\$7,505,000	\$7,505,000	Net ASF: 4,994
Equipment:	\$214,000	\$214,000	Total GSF: 42,188
	\$8,320,000	\$8,320,000	
<b>Total Cost:</b>	<b>\$16,640,000</b>		

**Project Description:** The proposed project will construct a new Gymnasium to replace the existing building, which was originally constructed in 1975. Replacement of the existing building will provide space necessary to meet the demands of today’s curriculum that focuses on fitness and wellness programs. The kinesiology program requires indoor facilities that are air-conditioned and have adequate ventilation, which do not exist in the current facility. The current locker rooms are extremely inefficient and do not meet current demands. Weight rooms are undersized and therefore cannot meet the needs of students or team sports on campus. A replacement facility will provide better space utilization, gender equity and satisfaction of current program needs. The current Gymnasium Building is rapidly deteriorating and most of the facility is currently inactive. The most logical solution to meet all of current needs of the College is to replace this building.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

The proposed project supports the College’s master plan by replacing obsolete and inefficient facilities on campus. This project will allow the College to replace an outdated facility that is primarily inactive with a new building that responds to current institutional needs. This project is included with the campus Facilities Master Plan and is also supported within the Educational Master Plans as well as Five Year Construction Plan. The proposed project will not negatively impact any capacity load ratio’s at the College.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Negative Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final EIR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input checked="" type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: local bond funds
			- Total construction period in number of Months: <input type="text" value="18"/>

Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :  -  -

Date: 6/9/2016 FAX No. :  -  -

Prepared by: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

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Name / Title
Signature / Date

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

To Q&UC    Print    Save    Reset    Delete

District: San Bernardino Community College District  
 Project Name: Gym Replacement

College: Crafton Hills College  
 Date Prepared: 6/9/2016

Estimate CCI: 6108  
 Estimate EPI: 3298

CFIS Ref. #: 40.46.XXX  
 DoF Project ID: null  
 Prepared by:

Request For:  L  P  W  C  E

Round to Thousands:

Escalation View: Estimate

	Acres:	Total Cost	State Funded		District Funded					
			State-Supportable	Non State-Supportable						
<b>1. Site Acquisition</b>										
<b>2. Preliminary Plans</b>	Estimate CCI: 6108	\$560,111	50.00%	\$280,056	50.00%	\$280,055				
A. Architectural Fees (for preliminary plans)		\$375,871								
B. Project Management (for preliminary plans)		\$134,240								
C. Division of the State Architect Plan Check Fee										
D. Preliminary Tests ( <i>soils, hazardous materials</i> )		\$25,000								
E. Other Costs ( <i>for preliminary plans</i> )		\$25,000								
<b>3. Working Drawings</b>	Estimate CCI: 6108	\$641,563	50.00%	\$320,782	50.00%	\$320,781				
A. Architectural Fees (for working drawings)		\$429,567								
B. Project Management (for working drawings)										
C. Division of the State Architect, Plan Check Fee		\$118,642								
D. Community College Plan Check Fee		\$38,354								
E. Other Costs ( <i>for working drawings</i> )		\$55,000								
<i>(Total PW may not exceed 13% of construction)</i>	True									
<b>4. Construction</b>	Estimate CCI: 6108	\$13,423,978	50.00%	\$6,711,989	50.00%	\$6,711,989				
A. Utility Service		\$340,012								
B. Site Development, Service		\$510,018								
C. Site Development, General		\$850,031								
D. Other Site Development		\$0								
E. Reconstruction										
F. New Construction ( <i>building</i> ) ( <i>w/Group I equip</i> )		\$11,333,742								
G. Board of Governor's Energy Policy Allowance (2% or 3%)		\$226,675								
H. Other		\$163,500								
<b>5. Contingency</b>		\$671,199	50.00%	\$335,600	50.00%	\$335,599				
<b>6. Architectural and Engineering Oversight</b>		\$268,480	50.00%	\$134,240	50.00%	\$134,240				
<b>7. Tests and Inspections</b>		\$358,016	50.00%	\$179,008	50.00%	\$179,008				
A. Tests		\$134,240								
B. Inspections		\$223,776								
<b>8. Construction Management &amp; Labor Compliance Program (<i>if justified</i>)</b>		\$289,255	50.00%	\$144,628	50.00%	\$144,627				
A. Construction Management		\$268,480								
B. Labor Compliance Program		\$20,775								
<b>9. Total Construction Costs (<i>items 4 through 8 above</i>)</b>		\$15,010,928		\$7,505,465		\$7,505,463				
<b>10. Furniture and Group II Equipment</b>	Estimate EPI: 3298	\$428,491	50.00%	\$214,246	50.00%	\$214,245				
<b>11. Total Project Cost (<i>items 1, 2, 3, 9, and 10</i>)</b>		\$16,641,093		\$8,320,549		\$8,320,544				
<b>12. Project Data</b>	<b>Outside GSF</b>	<b>Assignable Square Feet</b>	<b>Ratio ASF/GSF</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>	<b>14.</b>	<b>State Funded</b>	<b>District Funded</b>		<b>District Funded Total</b>
Construction	42,188	27,422	0.65	\$413	\$269	Acquisition		Supportable	Non Supportable	
Reconstruction						Preliminary Plans	\$280,056	\$280,055		\$280,055
						Working Drawings	\$320,782	\$320,781		\$320,781
						Construction	\$7,505,465	\$7,505,463		\$7,505,463
						Equipment	\$214,246	\$214,245		\$214,245
						<b>Total Costs</b>	<b>\$8,320,549</b>	<b>\$8,320,544</b>		<b>\$8,320,544</b>
						% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$16,641,093</b>
<b>13. Anticipated Time Schedule</b>										
Start Preliminary Plans	7/1/2019	Advertise Bid for Construction	8/1/2021							
Start Working Drawings	3/1/2020	Award Construction Contract	10/1/2021							
Complete Working Drawings	11/1/2020	Advertise Bid for Equipment	7/1/2022							
DSA Final Approval	7/1/2021	Complete Project	3/1/2023							

District: San Bernardino Community College District  
 College / Center: San Bernardino Valley College  
 Project Name: Liberal Arts Replacement  
 Project Type: New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2019
Prelim. Plans:	\$393,000	\$393,000	Const. Cost Index: 6108
Working Draw. :	\$448,000	\$448,000	5 yr. Plan Priority: 7
Construction:	\$10,779,000	\$10,779,000	Net ASF: 7,607
Equipment:	\$2,564,000	\$2,564,000	Total GSF: 47,963
	\$14,184,000	\$14,184,000	
<b>Total Cost:</b>	<b>\$28,368,000</b>		

**Project Description:** The Liberal Arts Building on the San Bernardino Valley College campus was constructed in 1970 and the structure has outlived it's usefulness. The facility has significant electrical, plumbing and mechanical problems. Heating and cooling are inadequate, lighting is poor and the building does not have appropriate handicapped access. The facilities condition index (FCI) for this 23,569 asf/39,359 gsf building is 58.71% and climbing. Basic Skills is a major initiative being implemented at the College and this project will allow many more students, including disabled students, to increase their skills in English as a Second Language (ESL), Math, English and other Language Arts. This project will construct a state of the art basic skills facility on the SBVC campus and will assist the college in increasing student success and access. The 31,176 asf facility will have 21,276 asf in Lab, 5,900 asf in Office, 3,000 asf in Study Room and 1,000 asf in AV/TV.

**Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:**

This project supports the College's Educational Master Plan by providing an increased compliment of `Basic Skills` services to the students in need of remedial education. These services include Basic Skills, Math, English, ESL and special labs for students with disabilities. This project also supports the Chancellors Office Student Success Initiative.

**Provide the CEQA Status of the project. Check all that apply.**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Type of Project and Qualifying Information:**

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Life Safety Project</b> - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Project Design</b> - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Infrastructure</b>
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Master Planning or Project Planning</b> - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Instructional Space</b>
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Academic Support, Student Services or Adminstrative Space</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Other Facility Projects</b>
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			<b>Supplemental Information and Alternatives Explored</b>
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: local bond funds
			- Total construction period in number of Months: <input type="text" value="18"/>



Yes No N/A

**Additional Forms/Pages enclosed:**

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact:  Phone No. :  -  -

Date: 6/9/2016 FAX No. :  -  -

Prepared by: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title Signature / Date

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

District: San Bernardino Community College District  
 Project Name: Liberal Arts Replacement  
 Request For:  L  P  W  C  E

College: San Bernardino Valley College  
 Date Prepared: 6/9/2016  
 Estimate CCI: 6108  
 Estimate EPI: 3298  
 Round to Thousands:   
 Escalation View: Estimate

To Q&UC Print Save Reset Delete  
 CFIS Ref. #: 40.46.XXX  
 DoF Project ID: null  
 Prepared by:

		Total Cost	State Funded		District Funded				
					State-Supportable	Non State-Supportable			
<b>1. Site Acquisition</b>		Acres:							
<b>2. Preliminary Plans</b>		Estimate CCI: 6108	\$785,768	50.00%	\$392,884	\$392,884			
A. Architectural Fees (for preliminary plans)			\$542,145						
B. Project Management (for preliminary plans)			\$193,623						
C. Division of the State Architect Plan Check Fee									
D. Preliminary Tests (soils, hazardous materials)			\$25,000						
E. Other Costs (for preliminary plans)			\$25,000						
<b>3. Working Drawings</b>		Estimate CCI: 6108	\$896,062	50.00%	\$448,031	\$448,031			
A. Architectural Fees (for working drawings)			\$619,594						
B. Project Management (for working drawings)									
C. Division of the State Architect, Plan Check Fee			\$166,148						
D. Community College Plan Check Fee			\$55,320						
E. Other Costs (for working drawings)			\$55,000						
(Total PW may not exceed 13% of construction)		True							
<b>4. Construction</b>		Estimate CCI: 6108	\$19,362,322	50.00%	\$9,681,161	\$9,681,161			
A. Utility Service			\$490,415						
B. Site Development, Service			\$735,622						
C. Site Development, General			\$1,226,036						
D. Other Site Development			\$0						
E. Reconstruction									
F. New Construction (building) (w/Group I equip)			\$16,347,152						
G. Board of Governor's Energy Policy Allowance (2% or 3%)			\$326,943						
H. Other			\$236,154						
<b>5. Contingency</b>			\$968,117	50.00%	\$484,059	\$484,058			
<b>6. Architectural and Engineering Oversight</b>			\$387,247	50.00%	\$193,624	\$193,623			
<b>7. Tests and Inspections</b>			\$417,399	50.00%	\$208,700	\$208,699			
A. Tests			\$193,623						
B. Inspections			\$223,776						
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>			\$422,662	50.00%	\$211,331	\$211,331			
A. Construction Management			\$387,246						
B. Labor Compliance Program			\$35,416						
<b>9. Total Construction Costs (items 4 through 8 above)</b>			\$21,557,747		\$10,778,875	\$10,778,872			
<b>10. Furniture and Group II Equipment</b>		Estimate EPI: 3298	\$5,128,325	50.00%	\$2,564,163	\$2,564,162			
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>			\$28,367,902		\$14,183,953	\$14,183,949			
<b>12. Project Data</b>	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF	<b>14. State Funded</b>	District Funded		District Funded Total
Construction	47,963	31,176	0.65	\$524	\$341	Acquisition	Supportable	Non Supportable	
Reconstruction						Preliminary Plans	\$392,884	\$392,884	\$392,884
						Working Drawings	\$448,031	\$448,031	\$448,031
						Construction	\$10,778,875	\$10,778,872	\$10,778,872
						Equipment	\$2,564,163	\$2,564,162	\$2,564,162
						<b>Total Costs</b>	<b>\$14,183,953</b>	<b>\$14,183,949</b>	<b>\$14,183,949</b>
						% of SS Total	50.00%	50.00%	<b>SS Total: \$28,367,902</b>
<b>13. Anticipated Time Schedule</b>									
Start Preliminary Plans	7/1/2019	Advertise Bid for Construction	8/1/2021						
Start Working Drawings	3/1/2020	Award Construction Contract	10/1/2021						
Complete Working Drawings	11/1/2020	Advertise Bid for Equipment	7/1/2022						
DSA Final Approval	7/1/2021	Complete Project	3/1/2023						

# Final Project Proposal

2018-19

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

Technical Building Replacement  
\_\_\_\_\_  
Proposal Name

San Bernardino Community College District  
\_\_\_\_\_  
Community College District

San Bernardino Valley College  
\_\_\_\_\_  
College or Center

July 1, 2016  
\_\_\_\_\_  
Date

## Final Project Proposal Checklist

**District:** San Bernardino Community College District  
**College/Center:** San Bernardino Valley College  
**Project:** Technical Building Replacement  
**Prepared by:** ALMA Strategies **Date:** 7/01/2016

Section	Description	Status	Date
1.1	Title Page	Complete	07-01-16
2.1	Final Project Proposal Checklist	Complete	07-01-16
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	07-01-16
3.2	Project Terms and Conditions	Complete	07-01-16
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	07-01-16
5.1	Cost Estimate Summary - JCAF 32	Complete	07-01-16
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	07-01-16
6.1	Board of Governors Energy and Sustainability Policy	Complete	07-01-16
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	07-01-16
8.1	California Environmental Quality Act	Complete	07-01-16
9.1	Analysis of Future Costs	Complete	07-01-16
10.1	Campus Plot Plan	Complete	07-01-16
10.2	Site Plan	Complete	07-01-16
10.3	Floor Plans	Complete	07-01-16
10.4	Exterior Elevations	Complete	07-01-16
10.5	Electrical Plans ( <i>as needed</i> )	N/A	N/A
10.6	Mechanical Plans ( <i>as needed</i> )	N/A	N/A
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	07-01-16
12.1	Justification of Additional Costs exceeding Guidelines ( <i>as needed</i> )	N/A	N/A
13.1	Detailed Equipment List <sup>1/</sup>	N/A	N/A

*1/ Traditional projects--To be submitted when the Plan Year for requesting for CE funding is due.*

**APPROVAL PAGE**  
**Final Project Proposal**  
Budget Year 2018-19

**District:** San Bernardino Community College District

**Project Location:** San Bernardino Valley College  
*(College or Center)*

**Project:** Technical Building Replacement

The district proposes funds for inclusion in the state capital outlay budget (check items):  
preliminary plans , working drawings , construction , equipment

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**District Certification**

**Contact Person:** Jose F. Torres **Telephone:** (909) 382-4021  
*(Vice Chancellor, Business & Fiscal Services)*

**E-Mail Address:** [jtorres@sbccd.cc.ca.us](mailto:jtorres@sbccd.cc.ca.us) **Fax:** \_\_\_\_\_

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

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**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*(President of the Board of Trustees Signature and Date)*

\_\_\_\_\_  
*(Secretary of the Board of Trustees Signature and Date)*

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

---

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 4th Floor (Ste. 6549)  
Sacramento, CA 95811-6549

**Chancellor's Office Certification**

Reviewed by \_\_\_\_\_

Date Completed  
\_\_\_\_\_

## PROJECT TERMS AND CONDITIONS

**District:** San Bernardino Community College District **College/Center:** San Bernardino Valley College  
**Project:** Technical Building Replacement **Budget Year:** 2018-19

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
  - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.

- g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

**Project Terms and Conditions (Continued)**

- 3. It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
  - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
- 4. It is further understood that:
  - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

CFIS #: 40.46.XXX

## JCAF 31- Technical Building Replacement (San Bernardino Valley College/San Bernardino CCD)

CCI: 6108 D (12/15) 

Reconst.	Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
<input type="checkbox"/>	110	Classroom	0099	General Assignment					-3,366	-1,592	-1,592
<input type="checkbox"/>	110	Classroom	0510	Logistics and Materials Transportation					-1,877	-888	-888
<input type="checkbox"/>	110	Classroom	0956	Manufacturing and Industrial Technology					-9,133	-4,320	-4,320
<input type="checkbox"/>	115	Classroom Service	0510	Logistics and Materials Transportation					-207	-98	-98
<input type="checkbox"/>	215	Class Lab Service	0900	Engineering & Industrial Technologies					-1,987	-6,379	-6,379
<input type="checkbox"/>	250	Non-Class Lab	0900	Engineering & Industrial Technologies					-220	-707	-707
<input type="checkbox"/>	210	Class Lab	0510	Logistics and Materials Transportation					-2,116	-2,709	-2,709
<input type="checkbox"/>	215	Class Lab Service	0510	Logistics and Materials Transportation					-1,180	-1,510	-1,510
<input type="checkbox"/>	210	Class Lab	0947	Diesel Technology				4,500	526		4,500
<input type="checkbox"/>	210	Class Lab	0948	Automotive Technology				23,322	1,385	-11,463	11,859
<input type="checkbox"/>	210	Class Lab	0956	Manufacturing and Industrial Technology				9,100	275	-8,042	1,058
<input type="checkbox"/>	210	Class Lab	0958	Water and Wastewater Technology				990	308		990
<input type="checkbox"/>	215	Class Lab Service	0948	Automotive Technology				4,620	97	-3,790	830
<input type="checkbox"/>	215	Class Lab Service	0956	Manufacturing and Industrial Technology				400	104		400
<input type="checkbox"/>	210	Class Lab	0934	Electronics and Electric Technology					-1,237	-3,971	-3,971
<input type="checkbox"/>	210	Class Lab	0946	Environmental Control Technology (HVAC)					-350	-1,945	-1,945
<input type="checkbox"/>	210	Class Lab	0950	Aeronautical and Aviation Technology					-1,258	-9,419	-9,419
<input type="checkbox"/>	210	Class Lab	0999	Other Engineering & Related Industrial Technology				9,900	3,084		9,900
<input type="checkbox"/>	215	Class Lab Service	0950	Aeronautical and Aviation Technology					-258	-1,929	-1,929
<input type="checkbox"/>	215	Class Lab Service	0999	Other Engineering & Related Industrial Technology				1,500	467		1,500
<input type="checkbox"/>	210	Class Lab	4900	Interdisciplinary Studies				3,300	1,284		3,300
	250	Non-Class Lab	4900	Interdisciplinary Studies				1,980	770		1,980



<input type="checkbox"/>											
<input type="checkbox"/>	310	Office	0099	General Assignment				2,061			2,061
<input type="checkbox"/>	310	Office	0510	Logistics and Materials Transportation						-403	-403
<input type="checkbox"/>	310	Office	0900	Engineering & Industrial Technologies						-1,874	-1,874
<input type="checkbox"/>	310	Office	0924	Engineering Technology, General (req. Trigonometry)						-87	-87
<input type="checkbox"/>	315	Office Service	0510	Logistics and Materials Transportation						-96	-96
<input type="checkbox"/>	350	Conference Room	0924	Engineering Technology, General (req. Trigonometry)						-100	-100
<input type="checkbox"/>	310	Office	6510	Building Maintenance and Operation Support						-269	-269
<input type="checkbox"/>	410	Read/Study Room	6110	Learning Center (Learning Resource Center)				6,000			6,000
<input type="checkbox"/>	690	Locker Room	0099	General Assignment				200			200
<input type="checkbox"/>	650	Lounge	0510	Logistics and Materials Transportation						-146	-146
<b>Totals:</b>								<b>67,873</b>	<b>-14,888</b>	<b>-61,737</b>	<b>6,136</b>

\* Indicates manual override

**COST ESTIMATE SUMMARY AND ANTICIPATED TIME SCHEDULE - JCAF 32:**

District: San Bernardino Community College District  
 Project Name: Technical Building Replacement

College: San Bernardino Valley College  
 Date Prepared: 6/10/2016  
 Estimate CCI: 6108

To Q&UC Print Save Reset Delete

CFIS Ref. #: 40.46.XXX  
 DoF Project ID: null

Request For:  L  P  W  C  E

Round to Thousands:

Escalation View: Estimate

Estimate EPI: 3298

Prepared by:

		Total Cost	State Funded		District Funded	
					State-Supportable	Non State-Supportable
<b>1. Site Acquisition</b>		Acres:				
<b>2. Preliminary Plans</b>		Estimate CCI: 6108	\$1,795,535	50.00%	\$897,768	\$897,767
A. Architectural Fees (for preliminary plans)			\$1,286,184			
B. Project Management (for preliminary plans)			\$459,351			
C. Division of the State Architect Plan Check Fee						
D. Preliminary Tests (soils, hazardous materials)			\$25,000			
E. Other Costs (for preliminary plans)			\$25,000			
<b>3. Working Drawings</b>		Estimate CCI: 6108	\$2,020,243	50.00%	\$1,010,122	\$1,010,121
A. Architectural Fees (for working drawings)			\$1,469,925			
B. Project Management (for working drawings)						
C. Division of the State Architect, Plan Check Fee			\$364,077			
D. Community College Plan Check Fee			\$131,241			
E. Other Costs (for working drawings)			\$55,000			
(Total PW may not exceed 13% of construction)		True				
<b>4. Construction</b>		Estimate CCI: 6108	\$45,935,149	50.00%	\$22,967,575	\$22,967,574
A. Utility Service			\$2,698,438			
B. Site Development, Service			\$924,897			
C. Site Development, General			\$2,294,737			
D. Other Site Development			\$5,054,667			
E. Reconstruction						
F. New Construction (building) (w/Group I equip)			\$34,276,873			
G. Board of Governor's Energy Policy Allowance (2% or 3%)			\$685,537			
H. Other						
<b>5. Contingency</b>			\$2,296,758	50.00%	\$1,148,379	\$1,148,379
<b>6. Architectural and Engineering Oversight</b>			\$918,703	50.00%	\$459,352	\$459,351
<b>7. Tests and Inspections</b>			\$707,991	50.00%	\$353,996	\$353,995
A. Tests			\$459,351			
B. Inspections			\$248,640			
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>			\$991,843	50.00%	\$495,922	\$495,921
A. Construction Management			\$918,703			
B. Labor Compliance Program			\$73,140			
<b>9. Total Construction Costs (items 4 through 8 above)</b>			\$50,850,444		\$25,425,224	\$25,425,220
<b>10. Furniture and Group II Equipment</b>		Estimate EPI: 3298	\$3,919,206	50.00%	\$1,959,603	\$1,959,603
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>			\$58,585,428		\$29,292,717	\$29,292,711
<b>12. Project Data</b>		Outside GSF	Assignables Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF
Construction		100,525	67,873	0.68	\$505	\$341
Reconstruction						
<b>13. Anticipated Time Schedule</b>						
Start Preliminary Plans		7/1/2018	Advertise Bid for Construction	11/1/2020	Acquisition	
Start Working Drawings		4/1/2019	Award Construction Contract	1/1/2021	Preliminary Plans	\$897,767
Complete Working Drawings		3/1/2020	Advertise Bid for Equipment	11/1/2021	Working Drawings	\$1,010,122
DSA Final Approval		9/1/2020	Complete Project	8/1/2022	Construction	\$25,425,224
					Equipment	\$1,959,603
					<b>Total Costs</b>	<b>\$29,292,711</b>
					% of SS Total	50.00%
						50.00%
					<b>SS Total:</b>	<b>\$58,585,428</b>

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**

<b>1</b>	<b>Site Acquisition</b>				
<b>2</b>	<b>Plans</b>				<b>\$1,795,535</b>
	<b>a. Architect's Fee (Preliminary Plans)</b>				
	CONST x 8% x 35%				\$1,286,184
	<b>b. Project Management Fee (Preliminary Plans)</b>				
	CONST x 1%				\$459,351
	<b>c. Preliminary Tests (soils, hazardous materials)</b>				
	Soil Testing				\$25,000
	<b>d. Other Costs</b>				
	Specialty Consultant				\$25,000
<b>3</b>	<b>Working Drawings</b>				<b>\$2,020,243</b>
	<b>a. Architect's Fee (Working Drawings)</b>				
	CONST x 8% x 40%				\$1,469,925
	<b>b. Project Management Fee (Working Drawings)</b>				
	CONST x 1%				\$0
	All Allocated to Preliminary Plans				
	<b>c. Office of the State Architect, Plan Check Fee</b>				
	Plan Check Fee, Structural, Fire, Life Safety Review				\$364,077
	<b>d. Community College Plan Check Fee</b>				
	CONST x 0.0028571				\$131,241
	<b>e. Other Costs:</b>				
	Advertising, Printing & Legal				\$55,000
<b>4</b>	<b>Construction</b>				<b>\$45,935,149</b>
		<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
	<b>A. Utility Services</b>				
	<b>Site Mechanical Utilities</b>				
	Sanitary Sewer Service				
	6" PVC including trenching	1,674	LF	\$84.65	\$141,699
	Clean-outs	30	EA	\$1,953.39	\$58,602
	POC to existing line	1	LS	\$651.13	\$651
	Domestic Water Service				
	2" copper	2,191	LF	\$104.18	\$228,261

	POC to existing line	1	LS	\$4,557.92	\$4,558
<b>Fire Water Service &amp; Hydrants</b>					
	8" ductile water pipe	3,018	LF	\$71.62	\$216,163
	8" detector check	1	EA	\$4,557.92	\$4,558
	Post indicator valves	1	EA	\$2,930.09	\$2,930
	POC to existing line	1	EA	\$7,162.44	\$7,162
	Backflow preventer	1	EA	\$3,255.66	\$3,256
	Fire hydrant	1	EA	\$13,022.63	\$13,023
<b>Storm Drainage</b>					
	Underground piping	3,000	LF	\$97.67	\$293,009
	Catch basins and inlets	1	LS	\$39,067.88	\$39,068
	Connect to existing	1	LS	\$13,022.63	\$13,023
	Premium required for filtering and storage of stormwater runoff associated with specific programs	1	LS	\$651,131.25	\$651,131
<b>Gas Service</b>					
	2"	982	LF	\$455.79	\$447,588
	Gas regulator	1	EA	\$8,464.71	\$8,465
	POC to (E) 2" MPG piping	1	LS	\$1,953.39	\$1,953
<b>Campus Chilled Water</b>					
	Chilled water piping, <=2", Black steel, underground	805	LF	\$162.78	\$131,040
	Mechanical valve box	4	EA	\$1,953.39	\$7,814
<b>Site Electrical Utilities</b>					
<b>Data and Fiber Optic Cabling</b>					
	Single mode cable	1,206	LF	\$4.56	\$5,497
	Multi mode cable	1,206	LF	\$7.81	\$9,423
	Switch	1	EA	\$26,045.25	\$26,045
	(2) 4" PVC conduits, trench, backfill	1,206	LF	\$84.65	\$102,084
	Data cabling	2,412	LF	\$5.21	\$12,564
	Fiber optic cabling	2,412	LF	\$4.56	\$10,994
<b>Power Distribution</b>					
	(2) 4" PVC conduits, trench, backfill	1,066	LF	\$84.65	\$90,234
	3' x 5' conc pull boxes	4	EA	\$4,581.36	\$18,325
	Cabling	4,264	LF	\$15.63	\$66,634
	Premium for upgrade of existing service	1	LS	\$65,113.13	\$65,113
<b>Fire Alarm Service</b>					
	(2) 2" PVC conduits, trench, backfill	175	LF	\$65.11	\$11,395
	3' x 5' conc pull boxes	1	EA	\$4,581.36	\$4,581
	Signal cable	350	LF	\$4.56	\$1,595
	<i>Subtotal Utility Services</i>				<i>\$2,698,438</i>
<b>B. Site Development Service</b>					
<b>Paving</b>					
	Asphalt paving and curbs, vehicular base, heavy trucks	38,950	SF	\$15.63	\$608,677

<b>Pedestrian Walks</b>					
Concrete walks	20,068	SF	\$9.77	\$196,004	
<b>Landscaping</b>					
Soil prep / weeding	4,050	SF	\$0.98	\$3,956	
Mulch	4,050	SF	\$0.65	\$2,637	
Shrubs and groundcover	4,050	SF	\$8.46	\$34,282	
Irrigation	4,050	SF	\$3.26	\$13,185	
90 day maintenance	1	LS	\$4,557.92	\$4,558	
<b>Site Lighting</b>					
Site lighting	63,068	SF	\$0.65	\$41,066	
<b>Site Signage</b>					
Site signage	63,068	SF	\$0.33	\$20,533	
				<i>Subtotal Site Development Service</i>	<i>\$924,897</i>
<b>C. Site Development General</b>					
<b>Site Preparation</b>					
Finish grading	124,150	SF	\$1.95	\$242,514	
<b>Site Demolition</b>					
Remove existing building					
Tech Building	49,978	SF	\$11.07	\$553,218	
Annex	1,180	SF	\$11.07	\$13,062	
Temporary Buildings T-122, T-123, T-124, T-125, and Restrooms	2,160	SF	\$6.51	\$14,064	
Hazardous material abatement					
Tech Building - including floor tile, thermal insulation, and penetration mastic	49,978	SF	\$2.60	\$130,169	
Clear existing site improvements including utilities, fencing, paving, signage, etc.	85,093	SF	\$3.91	\$332,440	
<b>Site Earthwork</b>					
Excavate and off-haul 10' beyond building perimeter x 8' deep for foundations	18,675	CY	\$26.05	\$486,395	
Select Import @ 8' deep to 95 % compaction	18,675	CY	\$28.00	\$522,875	
				<i>Subtotal Site Development General</i>	<i>\$2,294,737</i>
<b>D. Other Site Development</b>					
<b>Structural and Other Improvements</b>					
Temporary construction to protect existing occupied buildings including walkways, fencing, screens, etc.	1	LS	\$130,226.25	\$130,226	
Premium for pile system					

	Pile caps	1,995	CY	\$1,497.60	\$2,987,716
	Piles, 36" diameter	2,288	CY	\$846.47	\$1,936,725
	<i>Subtotal Other Site Development</i>				<i>\$5,054,667</i>
	<b>E. Reconstruction</b>				
	Not Applicable				
	<i>Subtotal Reconstruction</i>				<i>\$0</i>
	<b>F. New Construction</b>				
	(1) Cost By Room Use/Top Code (CCI 6108)				
	210 Class Lab (0947 Diesel Technology)	4,500	ASF	\$500.00	\$2,250,000
	210 Class Lab (0948 Automotive Technology)	23,322	ASF	\$500.00	\$11,661,000
	210 Class Lab (0956 Manufacturing & Industrial Technology)	9,100	ASF	\$500.00	\$4,550,000
	210 Class Lab (0958 Water & Wastewater Technology)	990	ASF	\$500.00	\$495,000
	215 Class Lab Service (0948 Automotive Technology)	4,620	ASF	\$500.00	\$2,310,000
	215 Class Lab Service (0956 Manufacturing & Industrial Technology)	400	ASF	\$500.00	\$200,000
	210 Class Lab (0999 Other Engineering & Related Industrial Tech.)	9,900	ASF	\$577.00	\$5,712,300
	215 Class Lab Service (0999 Other Engin. & Related Indust. Tech.)	1,500	ASF	\$577.00	\$865,500
	210 Class Lab (4900 Interdisciplinary Studies)	3,300	ASF	\$527.00	\$1,739,100
	250 Non-Class Lab (4900 Interdisciplinary Studies)	1,980	ASF	\$527.00	\$1,043,460
	310 Office (0099 General Assignment)	2,061	ASF	\$533.00	\$1,098,513
	410 Read/Study Room (6110 Learning Center (LRC))	6,000	ASF	\$392.00	\$2,352,000
	690 Locker Room (0099 General Assignment)	200	ASF	\$0.00	\$0
	<i>Subtotal New Construction</i>				<i>\$34,276,873</i>
	<b>G. Other Construction</b>				
	BOG Energy incentive allowance (2% of New Const.)				\$685,537
	<i>Subtotal Other Construction</i>				<i>\$685,537</i>
<b>5</b>	<b>Contingency</b>				<b>\$2,296,758</b>
	CONST x 5%				\$2,296,758
<b>6</b>	<b>Architectural &amp; Engineering &amp; Oversight</b>				<b>\$918,703</b>
	CONST x 8% x 25%				\$918,703
<b>7</b>	<b>Tests &amp; Inspections</b>				<b>\$707,991</b>
	(a) Test = 1% x CONST				\$459,351
	(b) Inspection = 20 months x \$12,432				\$248,640
<b>8</b>	<b>Construction Management</b>				<b>\$991,843</b>
	(a) Construction Management CONST x 2%				\$918,703
	(b) Labor Compliance				\$73,140
<b>9</b>	<b>Total Construction Costs</b>				<b>\$50,850,444</b>

	(Items 4 through 8 above)				
<b>10</b>	<b>Furniture &amp; Group II Equipment</b>				<b>\$3,919,206</b>
<b>11</b>	<b>Total Project Cost</b>				<b>\$58,585,428</b>
	(Items 1, 2, 3, 9 and 10)				
<b>12</b>	<b>Cost per Gross Square Foot</b>	100,525	GSF		<b>\$340.98</b>

## **BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY**

This project will be designed to exceed Title 24, Part 6 Energy Code by at least 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site and energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Storm water runoff design will promote natural filtration into the soil.
- Solar heat gain reduction measures will be used
- Heating and cooling will be provided by a highly energy efficient HVAC system with controls designed to maximize efficiency.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting will include automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Project will participate in the local utility's energy incentive program.





## **RESPONSES TO SPECIFIC REQUIREMENTS OF THE STATE ADMINISTRATIVE MANUAL**

### **A. PURPOSE OF THE PROJECT:**

#### **A1. EXECUTIVE SUMMARY**

The proposed project would consolidate and increase laboratory capacity for Career Technical Education (CTE) programs at San Bernardino Valley College by replacing the existing Technical Building with a larger new building. The CTE Division is growing beyond what can be reasonably accommodated for students within existing facilities. Additionally, existing facilities lack the infrastructure to support modern technologies that are emerging in the various CTE fields and also lack adequate specialized laboratory space that is required for programs. The proposed project would construct a new 67,873 ASF Technical Building that will include 59,612 ASF of laboratory space, 2,061 ASF of office space, 6,000 ASF of library space, and 200 ASF of locker room space. The new Technical Building will be located adjacent to the Health & Life Science building. Secondary effects of the proposed project include demolition of the existing Technical Building, except for the recently renovated East Wing, and also inactivation the Transportation Building. The District is committed to funding 50 percent of State supportable costs of the proposed facility.

#### **A2. PROBLEM STATEMENT**

The Career Technical Education (CTE) Program at San Bernardino Valley College (Aeronautics, Automotive Technology, Culinary Arts, Diesel Technology, Electricity, Electronics, Food & Nutrition, Heating, Ventilation, Air Conditioning and Refrigeration, Inspection Technology, Machinist Technology, Welding Technology, and Water Supply Technology) have experienced a period of growth beyond what it can reasonably accommodate for its students within existing facilities. Combined, these programs accounted for approximately 8% of fall term weekly student contact hours (WSCH) in 2014 (11,290 WSCH). By fall 2021, these programs are conservatively projected to generate approximately 12,751 WSCH (12.94% growth). Additionally, as indicated by a low capacity/load ratio in the laboratory category, deficiencies in lab space are not allowing programs with heavy laboratory components to provide adequate instructional space to meet lab WSCH production at the College.

The existing Technical Building was built in 1964 and has not had any major renovations since its original construction, with exception of the East Wing, which primarily was renovated for infrastructure and safety upgrades. The building is nearing the end of its lifecycle and will soon need a comprehensive reconstruction or replacement. The building's Facility Condition Index (FCI) is 59.4% and rising. The FCI is an indication of a facilities repair cost compared to its replacement value. An FCI of greater than 10% indicates a facility in poor condition. The Technical building does not meet the current space needs of the CTE programs it houses, which by nature require substantial laboratory space for specialized equipment and hand-on instructional delivery. Additionally, the building is not equipped with the infrastructure to service emerging technologies relevant to programs.

The Automotive (Mechanical and Restoration) program is the largest WSCH generating CTE department on campus (3,307 WSCH in fall 2014) and has only 15,253 ASF of dedicated instructional space within the Technical building. Based on Title V policy on utilization and space standards, the Automotive program minimally would require 20,243 ASF to generate the amount of WSCH it produced in fall 2014. Therefore, based on Title V standards, the Automotive program already in need of an additional 4,990 ASF to meet current demand. By fall 2021 the Automotive program is projected to need approximately 23,000 ASF of dedicated instructional space to meet student demand.

The Electricity and Electronics programs lack adequate laboratory space as well, and as a result are constantly required to switch the locations of classes. Additionally, Electricity and Electronics lab space is not appropriately sized to meet student demand and methods of instructional delivery.

The Machinist Technology program's enrollment is currently capped by the number of machines within laboratories. Existing space can only fit four computer numerically controlled (CNC) mills in its lab, and the program can only assign three students to each machine. Thus, enrollment in the CNC lab course is limited to 12 students per section. Much of the Machinist Technology program curriculum is taught on computers. The existing Technical building does not have a dedicated computer lab nor is it equipped with the appropriate infrastructure to service a computer lab. Therefore, Machinist Technology classes have to be held in computer labs located in other buildings around campus.

The Water Supply Technology program does not have any dedicated teaching spaces in the existing Technical building. As a result, the program is required to borrow lab space from the chemistry department, and can only teach on Fridays and Saturdays. This lack of availability of appropriate/dedicated lab space for the program is hindering its ability to grow and expand offerings.

The Diesel program currently operates within the Transportation building, which is located on the opposite end of campus in relation to the Technical building. The disjointed locations for Diesel and Automotive instruction prevent the departments from sharing resources and promoting student interaction.

The existing Technical facility is separated from the rest of campus on all sides by roads and parking lots, which leads to a feeling of separation and disjointedness among the CTE division. The separation also causes difficulty among students and faculty trying to access other areas of campus in a timely manner. The existing building does not provide open computer or tutoring/study space for students.

### **A3. SOLUTION CRITERIA**

An effective solution to current problems experienced by the Career Technical Education program would address the following goals:

- Increase instructional space capacity to accommodate enrollment and program growth.

- Promote a collaborative instructional environment by co-locating inter-disciplinary programs and departments that are dispersed throughout the campus.
- Provide space with infrastructure configured to support modern technologies.
- Provide adequate and efficient program space by grouping similar uses to allow faculty and students from interdisciplinary departments to share resources.
- Be consistent with the College Educational and Facilities Master Plans.
- Provide a cost effective solution.

## **B. RELATIONSHIP TO THE STRATEGIC PLAN:**

The College Facilities Master Plan includes the modernization, construction, and/or demolition of facilities to meet the community’s educational requirements. The Education Master Plan identifies CTE programs should be provided with adequate support for program growth and encouragement of interdisciplinary collaboration. Other institutional goals, such as providing proper infrastructure, building systems and accessibility compliance would also be achieved if the solution criteria are met.

## **C. ALTERNATIVES:**

Four alternatives were analyzed. The economic impact of each alternative is reflected in the Economic Matrix at the end of this section.

- Alternative #1 – Technical Building Replacement
- Alternative #2 – Technical Building Reconstruction & Addition
- Alternative #3 – Installation of Portables/Modulars
- Alternative #4 – Lease Space Off-Campus

### ***Alternative #1 – Technical Building Replacement***

Scope: This alternative proposes to construct a new Technical building of approximately 67,873 ASF (100,525 GSF) to replace the existing Technical building. The new building is proposed to be located adjacent to the Health & Life Science building. As a secondary effect of this alternative, the existing Technical Building would be demolished, with exception to the recently renovated East Wing. Additionally, the Transportation building would be inactivated upon occupancy of the new building.

Cost: The option to replace the Technical building has been estimated to cost \$58,585,428 at CCI 6108 and EPI 3298.

Funding Source: Funding for this alternative would be made possible with State Capital Outlay funding.

Program Pros/Cons:

*Pros:*

- Increases instructional space capacity to accommodate enrollment and program growth.
- Promotes a collaborative instructional environment by co-locating inter-disciplinary programs and departments that are dispersed throughout the campus.
- Improves communication and technological capabilities to enhance educational delivery.
- Provides adequate and efficient program space by grouping similar uses to allow faculty and students from interdisciplinary programs to share resources.
- Is consistent with the College Education and Facilities Master Plans.
- Provides a cost effective solution.

*Cons:*

- None

Facility Management Benefits: There will be an estimated reduction to facilities management and upkeep costs due to the construction of a building with modern and efficient building systems, material, and equipment. Demolition and inactivation of outdated and inefficient buildings on campus will also contribute to reducing facilities management costs.

Impact on Support Budget: There will be an estimated overall positive impact on the support budget due to the consolidation of the CTE programs to a central campus location and increasing instructional capacity. There will be an estimated overall reduction to utility costs due to the implementation of energy-saving equipment, building systems, and design techniques that will reduce the College's energy footprint.

***Alternative #2 – Technical Building Reconstruction & Addition***

Scope: This alternative proposes to reconstruct 55,618 ASF within the existing Technical building and construct an addition of 12,255 ASF to the existing building. This alternative would require installation of swing space during the reconstruction effort. Following completion of this alternative, the existing Technical building would be inactivated.

Cost: The option to reconstruct the existing Technical building and construct an addition has been estimated to cost \$59,351,065 at CCI 6108 and EPI 3298.

Funding Source: Funding for this alternative would be made possible with State Capital Outlay funding.

Program Pros/Cons:

*Pros:*

- Increases instructional space capacity to accommodate enrollment and program growth.
- Provides space with infrastructure configured to support modern technologies.
- Provides adequate and efficient program space by grouping similar uses to allow faculty and students from interdisciplinary programs to share resources.

*Cons:*

- A reconstructed Technical Building will still be separated from the rest of campus and will not diminish the separation between the CTE division and the rest of campus.
- Staying in the original footprint of the existing building will not encourage interdisciplinary collaboration with non-CTE programs, as recommended by the College's Educational and Facilities Master Plans.
- The option to reconstruct the building requires that the College find specialized swing space, due to the heavy laboratory component of CTE programs, which will negatively affect instructional delivery.
- A major reconstruction of the existing building will require substantial structural upgrades at a cost premium.

Facility Management Benefits: There will be an estimated reduction to facilities management and upkeep costs due to the installation of modern and efficient building systems, material, and equipment.

Impact on Support Budget: There will be an estimated overall positive impact on the support budget due to an estimated overall reduction to utility costs due to the implementation of energy-saving equipment, building systems, and design techniques that will reduce the buildings energy footprint.

***Alternative #3 – Installation of Portables/Modulars***

Scope: This alternative would require the installation of approximately 67,873 ASF (100,525 GSF) of portable / modular buildings. Modern, energy efficient portables could be used with some modifications to meet the technological needs of the campus. A suitable site or sites would need to be identified that provide(s) the necessary footprint and infrastructure for portables. Portables would require replacement every 30 years to maintain building standards and would require at least 2 installations to compare this option to a permanent structure.

Cost: The installation of portable / modular facilities option is estimated to cost \$69,168,398 at CCI 6108 and EPI 3298.

Funding Source: Funding for this alternative would be made possible State Capital Outlay funding.

Program Pros/Cons:

*Pros:*

- Increases instructional space capacity to accommodate enrollment and program growth.
- Provides space with infrastructure configured to support modern technologies.
- Provides adequate and efficient program space by grouping similar uses to allow faculty and students from interdisciplinary programs to share resources.

*Cons:*

- Would not provide an ideal active learning environment or configuration for CTE instruction.
- Bringing additional temporary structures to the campus is not consistent with the stated goals in the Education and Facilities Master Plans.
- There are no suitable sites that could house the necessary footprint for all portables required by this option. Parking lots cannot be used due to the recognized parking deficiency on campus. Thus, this option would likely not encourage interdisciplinary collaboration with non-CTE programs, as recommended by the College's Educational and Facilities Master Plans.
- Portables would need replacement every 30 years to maintain building standards and would require 2 installations over a 60 year period to compare to a permanent structure.

Facility Management Benefits: The benefits of additional modular building space will be in facility management procedures and maintenance requirements for modular facilities that are identically constructed and have identical systems/equipment. There will be an estimated increase to maintenance and facilities-up-keep costs due to the additional equipment requirements of modular buildings.

Impact on Support Budget: There will be an estimated increased burden on the support budget due to the addition of multiple separate facilities on an already crowded campus footprint. There will be an estimated increase to utility costs due to the energy-inefficiency of utilizing multiple modular buildings.

***Alternative #4 - Leasing an Off-Campus Facility***

Scope: This alternative proposes to lease a 67,873 ASF (100,525 GSF) facility off-campus. To compare this alternative to a facility that is owned by the District, the lease would have to be maintained for approximately 60 years.

Cost: The leasing of an off-site facility in the area for at least 60 years has been estimated to cost \$88,360,206.

Funding Source: This alternative would require a significant investment from the College's operational budget as its primary funding source.

Program Pros/Cons:

*Pros:*

- Increases instructional space capacity to accommodate enrollment and program growth.
- Provides space with infrastructure configured to support modern technologies.

*Cons:*

- Does not promote a collaborative instructional environment by co-locating interdisciplinary programs and departments that are dispersed throughout the campus.
- Would not provide adequate and efficient program space by grouping similar uses to allow faculty and students from interdisciplinary programs to share resources.

- It is difficult to locate a facility that meets Title 24 standards for a community college facility or the specialized space needs for the CTE program, thus, tenant improvements would be substantial.
- Not consistent with the College Education and Facilities Master Plans, and would disjoint CTE instruction from the main campus.
- Site would need to be leased to the College for approximately 60 years, thus, this is not a cost effective solution and would place a continuing demand on operation funds.

Facility Management Benefits: Leasing space off-site will be an increase to current facility management procedures as maintenance and operations staff will be required to regularly schedule off-site visits to the leased space. The College will also not have complete control over the facility needs for instructional space. The College will have to negotiate significant tenant improvements associated with leased space in order to make the building appropriate for specialized instructional needs of CTE program.

Impact on Support Budget: There will be significant negative impact on the College's operational budget if it were to lease space off-campus for at least 60 years. Partially moving the CTE programs off-campus may not increase student enrollment due to students being disjointed from the main campus and having to commute between two locations.



**SOLUTION CRITERIA MATRIX**

<b>SOLUTION CRITERIA</b>	<b>ALTERNATIVES</b>			
	<b>#1 Building Replacement</b>	<b>#2 Reconstruction &amp; Addition</b>	<b>#3 Portable / Modular Facilities</b>	<b>#4 Lease Space Off- Campus</b>
Increase instructional space capacity to accommodate enrollment and program growth.	YES	YES	YES	YES
Promote a collaborative instructional environment by co-locating interdisciplinary programs and departments that are dispersed throughout the campus.	YES	NO	NO	NO
Provide space with infrastructure configured to support modern technologies.	YES	YES	YES	YES
Provide adequate and efficient program space by grouping similar uses to allow faculty and students from interdisciplinary departments to share resources.	YES	YES	YES	NO
Be consistent with the College Educational and Facilities Master Plans.	YES	NO	NO	NO
Provide a cost effective solution.	YES	NO	NO	NO

**ECONOMIC ANALYSIS**

<b>ECONOMIC ANALYSIS</b>	<b>(All costs estimated to CCI 6108, EPI 3298)</b>			
	<b>#1 New Construction</b>	<b>#2 Reconstruction &amp; Addition</b>	<b>#3 Portable / Modular</b>	<b>#4 Lease Off- Campus</b>
Site Acquisition	\$0	\$0	\$0	\$0
Plans and Working Drawings	\$3,815,778	\$4,432,415	\$4,569,118	Unknown
Construction Costs:				
Utility Service	\$2,698,438	\$2,698,438	\$5,396,876	Unknown
Site Development-Service	\$924,897	\$924,897	\$1,849,794	Unknown
Site Development-General	\$2,294,737	\$2,294,737	\$4,589,474	Unknown
Other Site	\$5,054,667	\$5,054,667	\$10,109,334	Unknown
Reconstruction	\$0	\$20,492,616	\$0	Unknown
New Construction	\$34,276,873	\$7,071,135	\$32,168,000	Unknown
Other Construction	\$685,537	\$6,509,271	\$643,360	Unknown
Construction Soft Costs	\$4,915,294	\$5,953,683	\$5,923,236	Unknown
<b>Total Construction Costs</b>	<b>\$50,850,444</b>	<b>\$50,999,444</b>	<b>\$60,680,074</b>	<b>Unknown</b>
Equipment (Group II)	\$3,919,206	\$3,919,206	\$3,919,206	\$3,919,206
Other – Lease Space or Portable Costs				\$84,441,000
<b>Total Project Cost @ CCI 6108 and EPI 3298</b>	<b>\$58,585,428</b>	<b>\$59,351,065</b>	<b>\$69,168,398</b>	<b>\$88,360,206</b>
Escalated per Department of Finance Budget Letter BL05-21	<b><u>CCC Calculates this amount based on latest DOF directions</u></b>			

\* Footnote the methodology to calculate estimates for each alternative

- 1.) Professional estimated obtained from HMC Architects and ALMA Strategies at CCI 6108 and EPI 3298.
- 2.) This estimate includes the partial reconstruction of the Technical building (55,618 ASF) and a new construction addition of 12,255 ASF. The estimate is based on CCI 6108 and EPI 3298. The estimate also includes costs for structural upgrades and hazardous materials identification/removal within the existing building.
- 3.) Portables are estimated to cost \$160 per square foot (100,525 GSF x \$160 = \$16,084,000). Total cost estimate includes replacement for every 30 years over a 60 year period (16,084,000 x 2 installations = \$32,168,000). Project costs for preliminary planning, working drawings, soft construction, and equipment were estimated using State allowances on a JCAF 32 form at CCI 6108 and EPI 3298.
- 4.) Lease rates are approximately \$14.00 annually per sq. ft. x 100,525 GSF x 60 years = \$84,441,000. (\$14.00 annual per sq. foot lease cost was obtained using 2016 market estimates from loopnet.com for the City of San Bernardino and does not include tenant improvement costs).

## **D. RECOMMENDED SOLUTION:**

### **D1. WHICH ALTERNATIVE AND WHY?**

The recommended solution is **Alternative #1**, which is to replace the existing Technical building with a new larger building. This is the only option that meets all stated goals of the solution criteria and resolves problems currently facing CTE programs. A replacement to the existing building would allow for the consolidation of related CTE programs and provide adequate infrastructure to support modern technologies. The preferred alternative will provide adequate infrastructure as well as increased instructional capacity in laboratory space. By developing both functional and collaborative adjacencies within this facility, the new building will provide an opportunity for sharing of resources and promote student collaboration. The project would remove obsolete and inefficient facilities and allow the campus to comply with ADA and current building code standards. The project also would provide upgraded and necessary technology needed to deliver and support a modern educational program. The recommended solution is consistent with goals within the College's Education and Facilities Master Plans and is also the most cost effective alternative.

Alternative #2, reconstructing the existing Technical Building and constructing an addition, would increase space capacity to accommodate program and enrollment growth. However, this option is not consistent with the College's Educational Master Plan because it will not move the CTE programs closer to the main campus. Additionally, while this option would encourage collaboration between the CTE programs, it is not consistent with the College's Educational Master Plan because it does not encourage interdivisional collaboration. The Technical Building will still be separated from the rest of campus on all sides by roads or parking lots. This option will also require an investment of significant specialized short-term swing space, which will be very costly to the District and will negatively affect instructional delivery. Reconstruction of the existing Technical building will also require significant seismic/structural upgrades and hazardous materials abatement.

Alternative #3 requires the installation of portables, which conflicts with the College's Education and Facilities Master Plans because of their temporary nature and lack of energy efficiency when compared to a permanent structure. Portables would need replacement every 30 years to maintain building standards and functionality, thus, require two installations to compare this option to a permanent building. The installation of portables would require a large footprint and currently no suitable sites exist that could accommodate the necessary footprint.

The leasing of space off-campus (Alternative #4) does not provide a viable solution for the future of CTE instruction at the College. A lease would need to be maintained for at least 60 years to compare this option to a permanent facility that is owned by the District. Significant tenant improvements would likely be required for space to function as CTE laboratories. This alternative would put an enormous strain on the operational budget of the College and is not considered a prudent use of resources. Housing CTE programs partially off-campus will negatively impact overall academic instruction on campus by disjointing students and staff between multiple locations.

The following table outlines the net effect of this project on campus ASF and capacity load ratios:

**Space Analysis (ASF):**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	0	59,612	2,061	6,000	0	200	67,873
Secondary	-6,898	-51,864	-2,829	0	0	-146	-61,737
Net	-6,898	7,748	-768	6,000	0	54	6,136
<b>Beg. Cap/Load Ratios (2018)</b>	<b>210.8%</b>	<b>69.1%</b>	<b>122.2%</b>	<b>77.7%</b>	<b>56.4%</b>	<b>N/A</b>	<b>125.3%</b>
<b>End. Cap/Load Ratios (2022)</b>	<b>178.1%</b>	<b>64.4%</b>	<b>104.1%</b>	<b>89.3%</b>	<b>55.7%</b>	<b>N/A</b>	<b>111.7%</b>

The proposed project is aimed to provide San Bernardino Valley College with laboratory space that would positively impact CTE programs while taking into account the College’s capacity load ratios. The beginning capacity load ratio for the laboratory category is approximately 69%, indicating a need for more laboratory space. The proposed project responds to this need by increasing lab space on campus without creating an overbuilt status in laboratory. The beginning capacity load ratio in lecture space is approximately 211%, indicating an overbuilt status in lecture. The project responds to this by not constructing any classroom space and demolishing/inactivating 6,898 ASF of classroom space within the existing Technical and Transportation buildings. Thus, this project contributes to decreasing the lecture capacity load ratio. Beginning capacity load ratio in office is approximately 122% at project start and decreases to 104% by project occupancy. This project provides a net decrease of 768 ASF in office space. The proposed project will not create an overbuilt status (capacity load ratio over 100%) in any of the other instructional support space categories (library, or AV/TV).

**D2. DETAILED SCOPE DESCRIPTION**

The Technical Building Replacement project would construct a new Technical building adjacent to the Health & Life Sciences Building at San Bernardino Valley College. The new Technical building will provide 67,873 ASF (100,525 GSF) for CTE programs on campus. Building space will constitute 59,612 ASF of laboratory space, 2,061 ASF of office space, 6,000 ASF of study space, and 200 ASF of other support space (locker rooms).

The existing Technical Building, with exception of the recently renovated East Wing, will be demolished upon occupancy of the new building. The Diesel program will vacate the Transportation building upon occupancy of the new Technical building. Therefore, secondary effects of this project also include inactivation of the Transportation building.

The building design will include features to exceed the requirements of Title 24, part 6 Energy Efficiency by at least 15%. This project will include the installation of increasingly efficient mechanical and electrical devices, as well as the use of improved materials, to ultimately reduce operational and maintenance costs. The building will be constructed to current code and

accessibility (ADA) requirements. The identification and removal of any hazardous materials used in the construction of buildings to be demolished is included within the project scope.

The proposed project is estimated to cost approximately \$58,585,428 based on CCI 6108 and EPI 3298 (excluding factors for escalation to mid-point of construction). The total project cost breakdown by phase is \$1,795,535 for preliminary planning, \$2,020,243 for working drawings, \$50,850,444 for total construction, and \$3,919,206 for group II equipment. The District is committed to contributing 50 percent of total State supportable project costs.

### **D3. BASIS FOR COST INFORMATION**

Cost information for the project was provided by the professional firms of HMC Architects and ALMA Strategies and reflects their experience for similar projects in the general area. Costs were calculated at CCCI 6108 and EPI 3298 and have not been escalated to the mid-point of construction.

### **D4. FACTORS/BENEFITS FOR RECOMMENDED SOLUTION OTHER THAN THE LEAST EXPENSIVE ALTERNATIVE**

The recommended option is the least cost alternative and is the only choice that provides an adequate solution to each of the identified problems. The consolidation of related CTE programs into a newly located building that is collocated with the campus core will bring the CTE programs closer to the rest of campus and encourage interdisciplinary collaboration. Providing CTE programs with increased instructional capacity is consistent with the College's Education and Facilities Master Plans. Additionally, the increased laboratory space will help accommodate the projected enrollment and program growth within CTE programs. The project would provide upgraded and necessary technology needed to deliver and support a modern educational program. This recommended option will not require any specialized swing space during construction, thus, preventing any negative effects on instructional delivery during construction. This recommended alternative provides the best approach toward creating a better and more efficient learning environment and maximizes utilization of assignable space.

Other alternatives only respond partially to the goals that would provide an adequate solution to current problems. Alternative #2, to reconstruct the existing Technical Building and also construct a building addition, will not move the building any closer to the campus core and as a result does not encourage interdivisional collaboration. Additionally, this alternative will require the use of a large amount of specialized swing space during reconstruction, which may have negative effects on instruction. Alternative #3, the use of portables does not support goals stated in the College's Education and Facilities Master Plans, which call for the reduction of campus dependency on temporary structures. In addition, it would be difficult to locate a suitable site on campus to house all of the portable buildings that would be required with this option. Alternative #4 meets the least number of solution goals, and would place a significant burden on the College's operational budget. Alternative #4 would force students and instructors to travel off-campus for instruction and disjoint the CTE program students/staff from the main campus.

#### **D5. COMPLETE DESCRIPTION OF IMPACT ON SUPPORT BUDGET**

Expenses for the required staff to support expanded programs will come from increased apportionments generated by the programs. This project will include the installation of increasingly efficient mechanical and electrical systems, and the use of improved materials that will ultimately reduce operational and maintenance costs. The removal and inactivation of energy inefficient facilities / systems will contribute to decreasing expenses now endured by the operating budget.

#### **D6. IDENTIFY AND EXPLAIN ANY PROJECT RISKS**

There are no unusual or extraordinary project risks. Any removal of hazardous materials during demolition will be conducted by persons trained for such work. Other portions of the work will be executed by persons who are familiar with construction, its attendant risks, and who will implement activities as necessary to minimize risks.

#### **D7. LIST REQUESTED INTERDEPARTMENTAL COORDINATION AND/OR SPECIAL PROJECT APPROVAL**

- The Division of State Architect – Title 24 structural, access compliance and energy reviews
- State Fire Marshal – fire/life safety
- State Public Works Board

#### **E. CONSISTENCY WITH GOVERNMENT CODE SECTION 65041.1**

Consistent with the provisions within Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these specific provisions of this legislation.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
*(Reference: California Code of Regulations, Title 5 Section 57121)*

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.

## ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

### **Personnel Costs**

#### **Certificated:**

Any additional costs for certificated staff will be as a result of an increase in program enrollment. In that case, the increased FTES would offset the cost of staff.

#### **Classified:**

Any increase in classified staff will be offset by the increase in FTES.

### **Depreciation, Maintenance, and Operation**

The energy efficient building systems, equipment and technology throughout the new building, coupled with demolition of the existing Technical building and inactivation of the Transportation building, will decrease maintenance and operations costs from current levels.

### **Program/Course/Service Approvals**

List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

**Name of New Program/Course/Service**

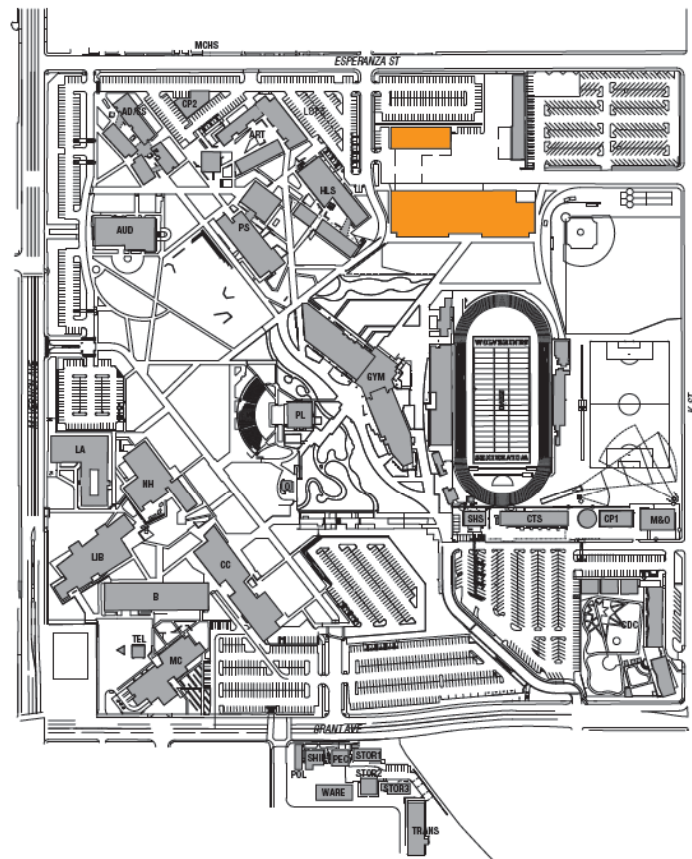
**Date of Approval**

None




## DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS

The following pre-schematic diagrams have been provided following this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations.



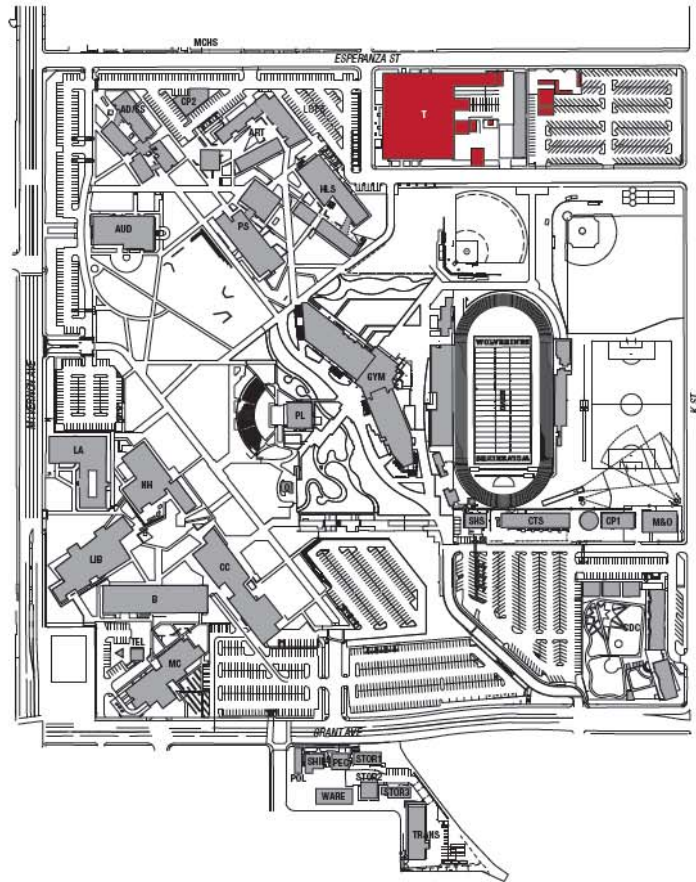
 NEW TECHNICAL BUILDING



Campus Plan



HMC Architects  
San Bernardino Valley College Technical Building Replacement | 06.06.16



 BUILDINGS FOR DEMO

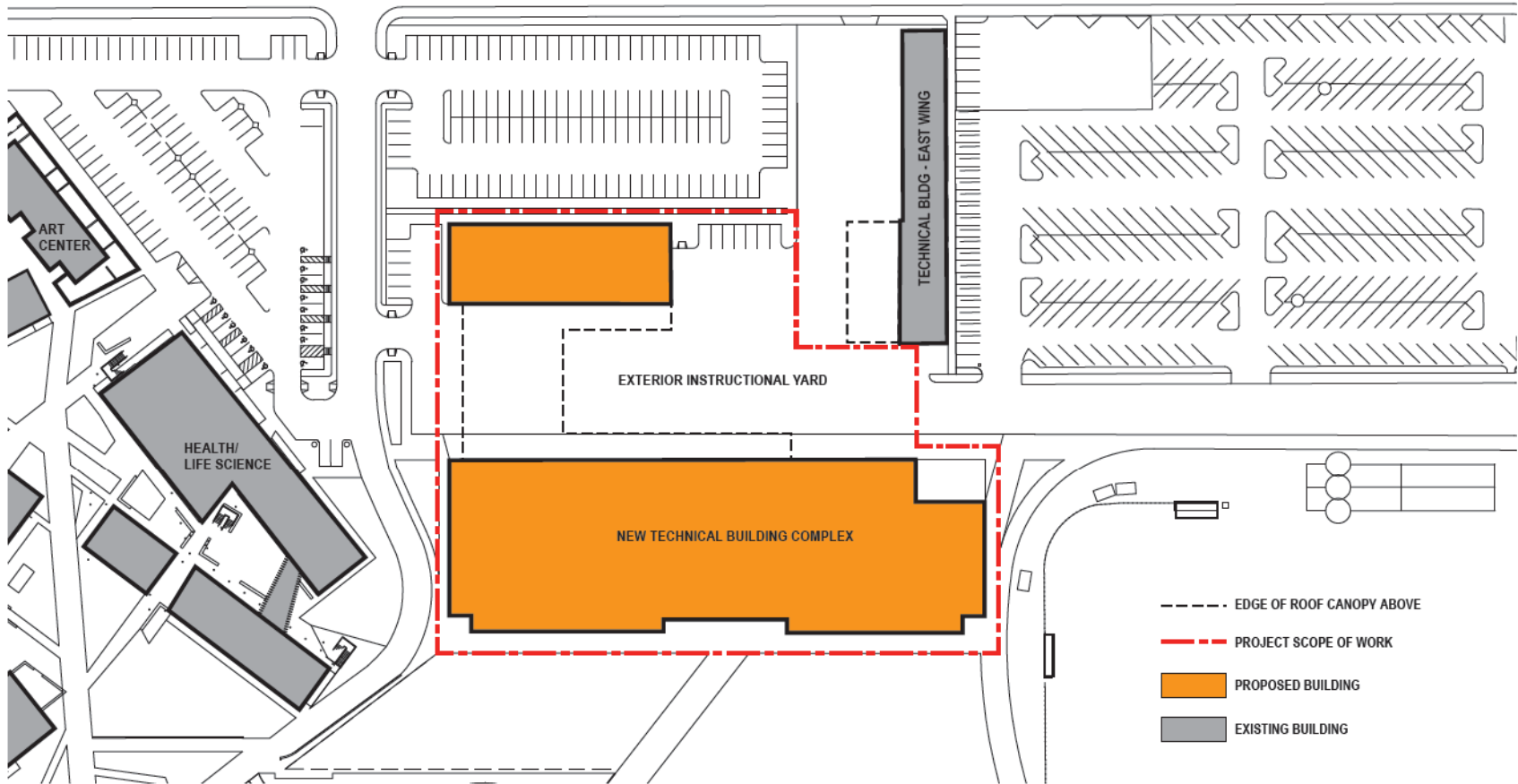


**Demo Plan**



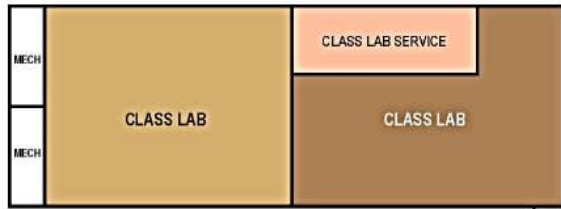
**HMC** Architects

San Bernardino Valley College Technical Building Replacement | 06.06.16



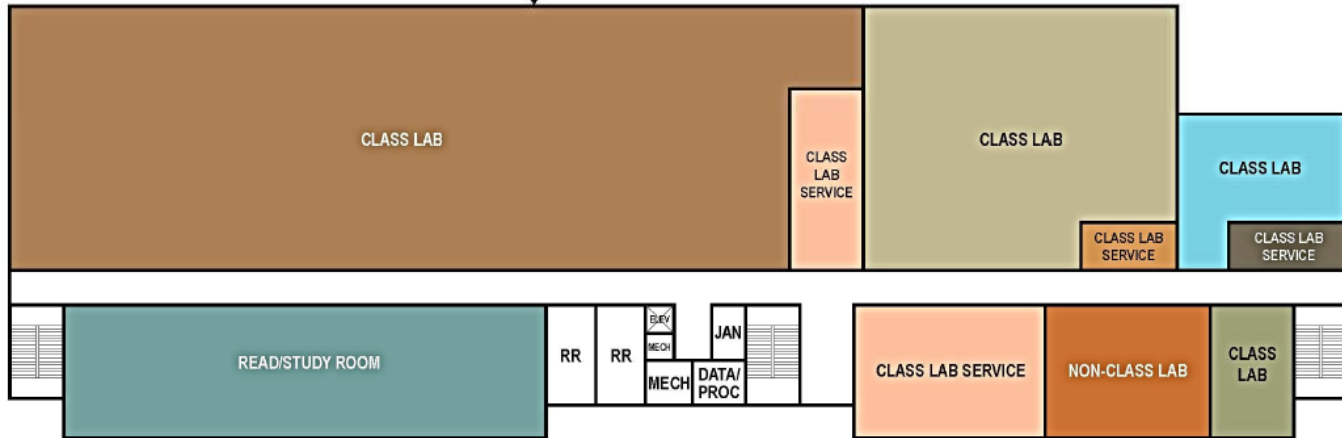
**Site Plan**





EXTERIOR YARD

DISTANCE BETWEEN BUILDINGS NTS  
ACTUAL DISTANCE = 120'



TYPE	DESCRIPTION	ASF	TOP
210	CLASS LAB	5,000	0934
210	CLASS LAB	1,900	0946
210	CLASS LAB	4,500	0947
210	CLASS LAB	23,322	0948
210	CLASS LAB	9,100	0956
210	CLASS LAB	990	0958
210	CLASS LAB	3,000	0999
210	CLASS LAB	3,300	4900
215	CLASS LAB SRVC	1,000	0900
215	CLASS LAB SRVC	500	0946
215	CLASS LAB SRVC	4,620	0948
215	CLASS LAB SRVC	400	0956
250	NON-CLASS LAB	1,980	4900
310	OFFICE	2,061	0099
410	READ/STUDY (LRC)	6,000	6110
690	LOCKER ROOM	200	0099

TOTAL: 67,873



**First Floor Plan**



TYPE	DESCRIPTION	ASF	TOP
210	CLASS LAB	5,000	0934
210	CLASS LAB	1,900	0946
210	CLASS LAB	4,500	0947
210	CLASS LAB	23,322	0948
210	CLASS LAB	9,100	0956
210	CLASS LAB	990	0958
210	CLASS LAB	3,000	0999
210	CLASS LAB	3,300	4900
215	CLASS LAB SRVC	1,000	0900
215	CLASS LAB SRVC	500	0946
215	CLASS LAB SRVC	4,620	0948
215	CLASS LAB SRVC	400	0956
250	NON-CLASS LAB	1,980	4900
310	OFFICE	2,081	0099
410	READ/STUDY (LRC)	6,000	6110
690	LOCKER ROOM	200	0099

TOTAL: 67,873

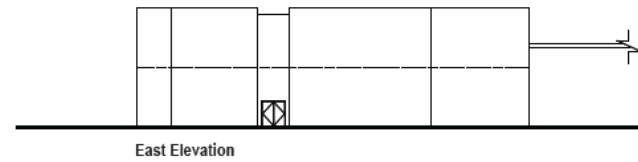
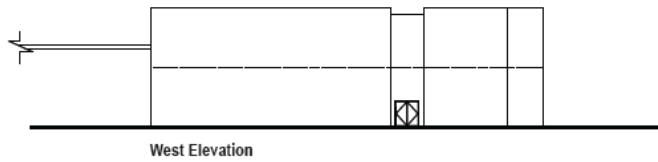
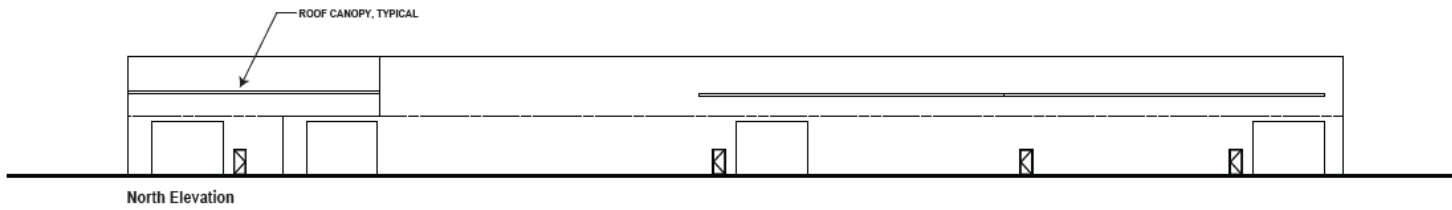
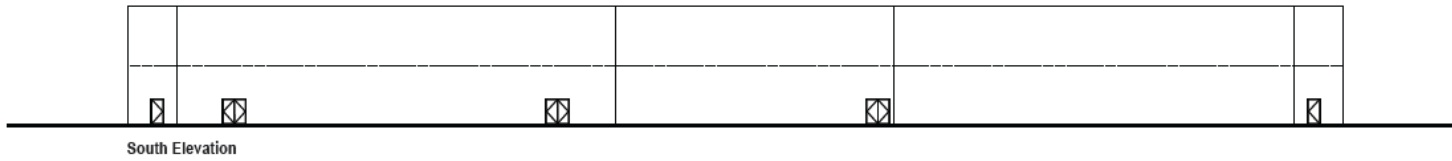


Second Floor Plan



HMC Architects

San Bernardino Valley College Technical Building Replacement | 06.06.16

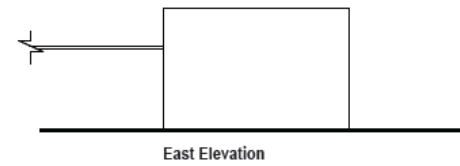
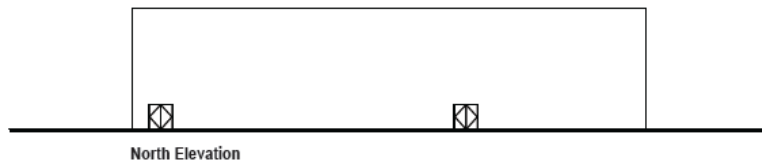
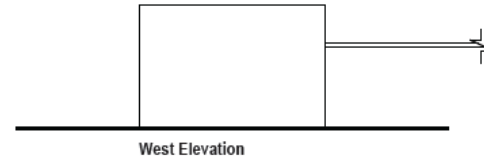
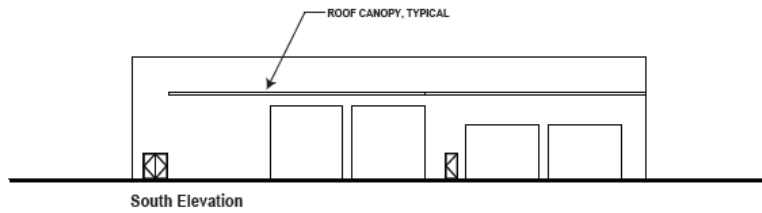


**Elevations**



**HMC** Architects

San Bernardino Valley College Technical Building Replacement | 06.06.16



**Elevations**





CFIS #: 40.46.XXX

**JCAF 33- Technical Building Replacement (San Bernardino Valley College/San Bernardino CCD)**

EPI: 3298 D (12/15) ▾

Rm. Type	Description	TOP No.	Department	No. Rms	No. Sta	Room No.	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999						-6,898	-6,898	\$15.42	\$0
215	Class Lab Service	0900	Engineering & Industrial Technologies					-6,379	-6,379		\$0
250	Non-Class Lab	0900	Engineering & Industrial Technologies					-707	-707		\$0
210	Class Lab	0510	Logistics and Materials Transportation					-2,709	-2,709	\$28.11	\$0
215	Class Lab Service	0510	Logistics and Materials Transportation					-1,510	-1,510	\$28.11	\$0
210	Class Lab	0947	Diesel Technology				4,500		4,500	\$72.67	\$327,015
210	Class Lab	0948	Automotive Technology				23,322	-11,463	11,859	\$72.67	\$861,794
210	Class Lab	0956	Manufacturing and Industrial Technology				9,100	-8,042	1,058	\$72.67	\$76,885
210	Class Lab	0958	Water and Wastewater Technology				990		990	\$72.67	\$71,943
215	Class Lab Service	0948	Automotive Technology				4,620	-3,790	830	\$72.67	\$60,316
215	Class Lab Service	0956	Manufacturing and Industrial Technology				400		400	\$72.67	\$29,068
210	Class Lab	0934	Electronics and Electric Technology					-3,971	-3,971	\$95.73	\$0
210	Class Lab	0946	Environmental Control Technology (HVAC)					-1,945	-1,945	\$95.73	\$0
210	Class Lab	0950	Aeronautical and Aviation Technology					-9,419	-9,419	\$95.73	\$0
210	Class Lab	0999	Other Engineering & Related Industrial Technology				9,900		9,900	\$95.73	\$947,727
215	Class Lab Service	0950	Aeronautical and Aviation Technology					-1,929	-1,929	\$95.73	\$0
215	Class Lab Service	0999	Other Engineering & Related Industrial Technology				1,500		1,500	\$95.73	\$143,595
210	Class Lab	4900	Interdisciplinary Studies				3,300		3,300	\$224.19	\$739,827
250	Non-Class Lab	4900	Interdisciplinary Studies				1,980		1,980	\$224.19	\$443,896
300 - 355	Faculty Offices	0099 - 4999					2,061	-2,560	-499	\$24.11	\$0
300 - 355	Administration Offices	6000 - 9600						-269	-269	\$27.51	\$0
410-420	Library - Reading and Stack Space	6110, 6120					6,000		6,000	\$36.19	\$217,140

690	Locker Rooms	0835, 1006, 1007, 1008				200		200		\$0
650-655	Staff Lounge	0000-9600					-146	-146	\$24.99	\$0
<b>Totals:</b>						<b>67,873</b>	<b>-61,737</b>	<b>6,136</b>		<b>\$3,919,206</b>

\* Indicates manual override

## JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

Construction (including Group I equipment),  Equipment (Group II and Furniture)

**District:** San Bernardino Community College District      **College:** San Bernardino Valley College

**Project:** Technical Building Replacement

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the “Quantities and Unit Costs Supporting the JCAF 32” and the “Guidelines-based Group II Equipment Cost Estimate” forms.

## DETAILED EQUIPMENT LIST

College: San Bernardino Valley College

Project: Technical Building Replacement

Item #	Item Name <sup>1</sup>	Units	Cost per Unit	Total Cost
			\$	\$

**List to be provided when the Plan Year of funding the equipment phase is due to FPU:**

- Ready Access= no change/due at FPP submittal
- Traditional= due year after initial FPP submittal

<sup>1</sup>Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval of Amendment 001 to the Contract with HMC Architects of Ontario CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 001 to the contract with HMC Architects of Ontario CA in the amount of \$13,440.00.

### **OVERVIEW**

On January 21, 2016, the Board of Trustees approved a contract with HMC Architects for architectural services on the New Gymnasium and Fields Project at SBVC. This amendment is to procure additional architectural renderings for the college's use in the development of three donor areas of the facility including the founder's deck, breezeway and sustainable landscape.

### **ANALYSIS**

The effect of this amendment will be an addition of \$13,444.00 to the HMC Architects contract, resulting in a revised contract amount of \$598,412.80. There is no increase in length of contract.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.

## ARCHITECTURAL CONTRACT AMENDMENT: 001

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: HMC Architects, Inc.  
3546 Concour Street  
Ontario, CA 91764

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Brief Description:

This contract amendment is for services for design and construction on the Measure M Gymnasium Project for San Bernardino Valley College (SBVC). Additional services are needed to provide Architectural renderings for the College Foundation to utilize in various fundraising activities for donor bricks, dedication plaques, and other donor materials located around the site.

Attachment:

HMC Architects, Inc. proposal dated 3/25/2016 and **PM #476**

Costs:

**\$13,440** = Total of this requested Architectural Contract Amendment: **001**

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The original <b>Contract Sum</b>	\$584,972.80
Net change by previous Amendments	\$00.00
The <b>Contract Sum</b> prior to this Amendment	\$584,972.80
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$13,440.00
The new <b>Contract Sum</b> including this Amendment	\$598,412.80
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

---

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes HMC Architects, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to HMC Architects, Inc.'s architectural services contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

CONSULTANT  
HMC Architects, Inc.

By: 

DATE: 6/2/16

PROGRAM MANAGER  
Kitchell/BRj

By: 

DATE: 6/3/16

OWNER  
SBCCD

By: \_\_\_\_\_

DATE: \_\_\_\_\_

**No. 476 – Gymnasium Project**

DATE: 05/23/2016

TO: Fath-Allah Oudghiri  
 Director Facilities Planning & Construction  
 San Bernardino Community College District (SBCCD)

FROM: Hussain Agah *H/A*  
 Sr. Campus Manager  
 San Bernardino Valley College (SBVC)  
 Kitchell/BRj

RE: **San Bernardino Valley College (SBVC) Measure M**  
 SBVC – 1510 – New Gymnasium & Pools (Gymnasium and Fields Project)  
 HMC Architects, Inc. Contract Amendment 001

**SCOPE:**

SBCCD approval for Contract Amendment 001 to the HMC Architects' (HMC) contract for the San Bernardino Valley College (SBVC) Gymnasium and Fields project.

**NARRATIVE:**

Contract Amendment 001 is for additional professional design services on the Measure M Bond Program for the Gymnasium Project at the San Bernardino Valley College. Per the Campus' direction, additional services are required to provide Architectural renderings for the college to utilize in planning the final development of three areas of the facility, including the founder's deck, breezeway, and sustainable landscape.

With SBCCD's concurrence with this recommendation, HMC's Contract Amendment 001 will be presented to the SBCCD board at the upcoming July 14, 2016 board meeting.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD approves the increased scope in the amount of \$13,440.00 for the Gymnasium project.

**BUDGET INFORMATION:**

*Gymnasium Project – 1510*  
*Info from Measure M Budget Version 32 dated 3/31/2016*

Project Original Budget Amount:	\$ 69,376,038.00
Project Current Spent to date:	\$ 44,670,995.61
Project Current Estimate to Complete:	\$ 69,503,049.34
Project Memo Forecast Cost:	\$ 13,440.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$13,440.00 will be added to Budget Line Item 42-50-01-1510-0257-6210.10-7100.

Approvals:

*Hussain Agah* *MAY 23, 2016*

Hussain Agah, Senior Campus Manager, Kitchell/BRj Date

*George Johnson* *6/3/16*

George Johnson, Bond Program Manager, Kitchell/BRj Date

*Scott Stark* *6-2-16*

Scott Stark, Vice President, Administrative Services, SBVC Date

*Fath-Allah Oudghiri* *6-8-16*

Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction, SBCCD Date

Attachments: HMC Architects Sample Contract Amendment 001; HMC Architects' Proposal Dated March 25, 2016; Campus Approval Email on May 6, 2016.

**RECEIVED**

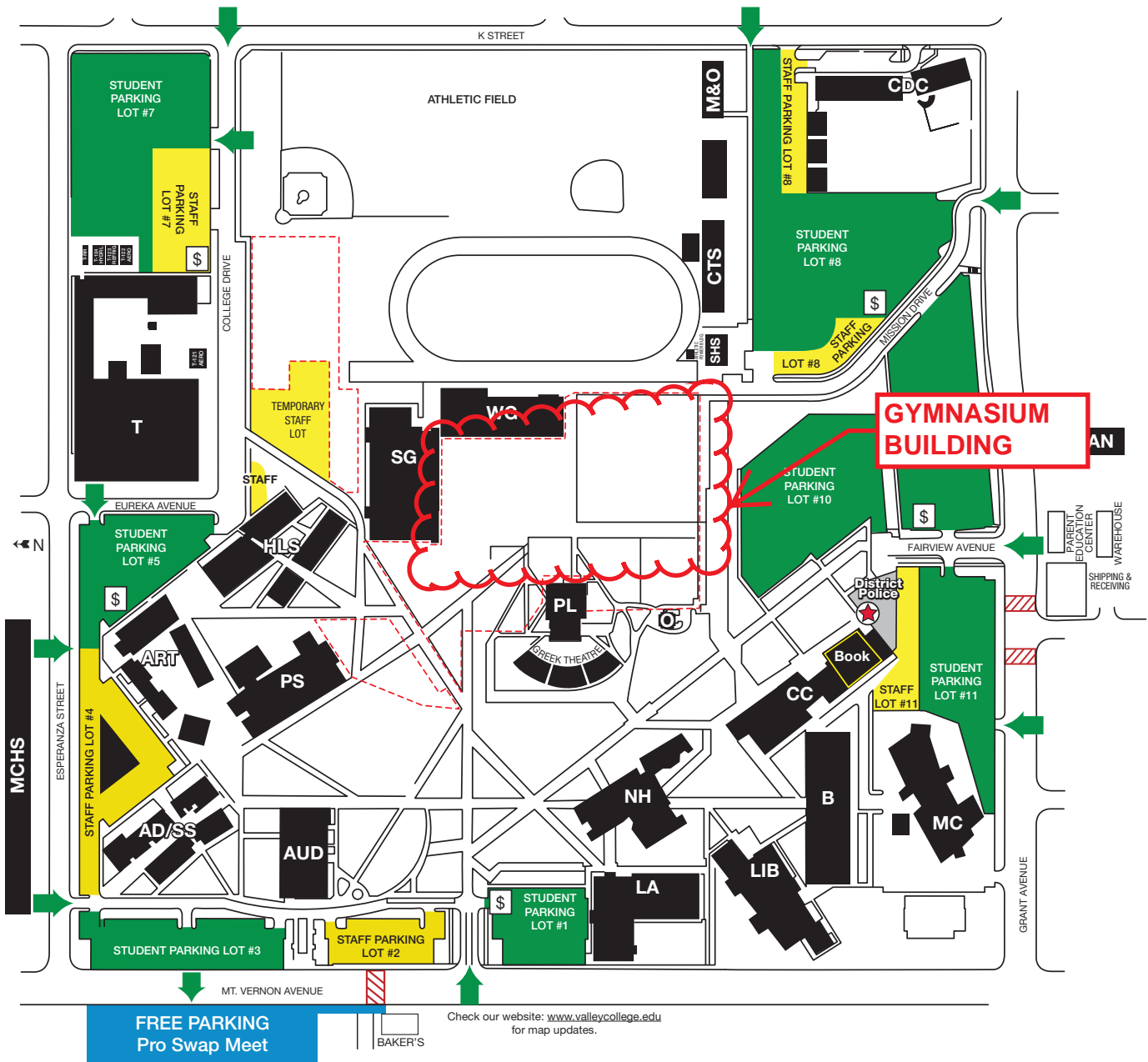
**JUN 07 2016**

**KITCHELL / BRJ  
District Office**



# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)  
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

### Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC..... Child Development Center	SG..... Snyder Gym
CTS..... Computer Technology Services	SHS..... Student Health Services
HLS..... Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Amendment 005 to the Contract with CHJ Incorporated of Colton CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 005 to the contract with CHJ Incorporated of Colton CA in the amount of \$254,308.40.

### **OVERVIEW**

On March 12, 2015, the Board of Trustees approved a contract with CHJ Incorporated for Measure M geotechnical and laboratory testing services. This amendment is necessary to procure additional professional services, including field and laboratory work, and field and shop inspection hours, for the remaining scope of work for the New Gymnasium at San Bernardino Valley College.

### **ANALYSIS**

The effect of this amendment will be an addition of \$254,308.47 to the CHJ Incorporated contract, resulting in a revised contract amount of \$1,096,718.40. There is no increase in length of contract.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.

**CONSULTANT CONTRACT AMENDMENT 005**

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

TO: CHJ INCORPORATED  
1355 East Cooley Drive  
Colton, CA 92324

**Brief Description:**

This Contract Amendment 005 is for additional special inspection and material testing services for the New Gymnasium & Pools (Gymnasium and Fields Project) under the Measure M Projects at San Bernardino Valley College (SBVC). Additional services to be provided shall include geotechnical observations, lab testing, and specialty inspections required by the Division of State Architecture (DSA).

**Attachments:**

Two CHJ INCORPORATED proposals dated 5/12/2016; SBVC PM#477.

**INCREASE Line items:**

42-50-01-1510-0257-6120.13-7100 - SBVC – New Gymnasium & Pools (Gymnasium and Fields Project) (\$254,308.47)

**Costs:**

\$254,308.47 = Total of this requested Consultant Contract Amendment: CA-005

The original Contract Sum	\$320,667.00
Net change by previous Amendments	\$521,743.00
The Contract Sum prior to this Amendment	\$842,410.00
The Contract Sum will be <b>increased</b> by this Amendment	<b>\$254,308.47</b>
The new Contract Sum including this Amendment	\$1,096,718.40

The Contract Schedule as of this Amendment will have (0) change.

By signing this Amendment, the San Bernardino Community College District (SBCCD) authorizes CHJ INCORPORATED to proceed with the scope of professional services listed above.

Not valid until signed by all parties. Signature of CHJ indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

CONSULTANT  
CHJ INCORPORATED

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: George L. Batten

By: [Signature]

By: \_\_\_\_\_

DATE: 5-24-16

DATE: 5/25/16

DATE:

**No. 477 – Gymnasium Project**

DATE: 05/23/2016

TO: Fath-Allah Oudghiri  
 Director Facilities Planning & Construction  
 San Bernardino Community College District (SBCCD)

FROM: Hussain Agah *HBA*  
 Sr. Campus Manager  
 San Bernardino Valley College (SBVC)  
 Kitchell/BRj

RE: **San Bernardino Valley College (SBVC) Measure M**  
 SBVC – 1510 – New Gymnasium & Pools (Gymnasium and Fields Project)  
**CHJ INCORPORATED Amendment 005**

**SCOPE:**

SBCCD approval for Amendment 005 to the CHJ Incorporated contract for the Gymnasium Project and Field Facilities for necessary professional laboratory services per the Division of State Architect (DSA) requirements.

**NARRATIVE:**

Contract Amendment 005 is for additional professional services including geotechnical and material lab and specialty inspections for the Gymnasium Project and associated field facilities. Additional professional services are necessary by CHJ Incorporated to cover geotechnical and lab testing for the remainder of the Gymnasium Project. The original contract for CHJ Incorporated: 1)- did not cover the field facilities scopes: home and field grandstands, home field building D, visitor field building E, and ADA parking lots upgrade throughout the Campus, 2)- did not include out of state inspection services for Buckling- Restrained Bracing (BRB) for the Main Gym and the future home grandstand inspection out in Houston, Texas, and 3)- did not include unforeseen conditions uncovered during excavation.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD approves the CHJ Incorporated Contract Amendment 005 for the amount of \$254,308.47. With SBCCD's concurrence with this recommendation, CHJ Incorporated's Amendment 005 will be presented to the SBCCD board at the upcoming July 14, 2016 board meeting.

**BUDGET INFORMATION:**

*Gymnasium Project – 1510*  
*Info from Measure M Budget Version 32 dated 3/31/2016*

Project Original Budget Amount:	\$ 69,376,038.00
Project Current Spent to date:	\$ 44,670,995.61
Project Current Estimate to Complete:	\$ 69,503,049.34
Project Memo Forecast Cost:	\$ 254,308.47
Project Change Amount:	\$ 00.00

Project Memo cost of \$254,308.47 will be added to Budget Line Item 42-50-01-1510-0257-6210.13-7100.

# Kitchell/BRj

701 South Mount Vernon, San Bernardino, CA 92410

# Project Memo

Ph: 909.693-3160 Fax: 909.889-9952

Approvals:

HUSSAIN of ASND

MAY 23, 2016

Hussain Agah, Senior Campus Manager, Kitchell/BRj

Date



5/23/16

George Johnson, Bond Program Manager, Kitchell/BRj

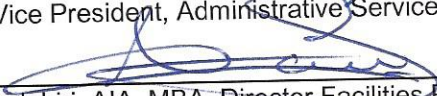
Date



6-2-16

Scott Stark, Vice President, Administrative Services, SBVC

Date



6-3-16

Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction, SBCCD

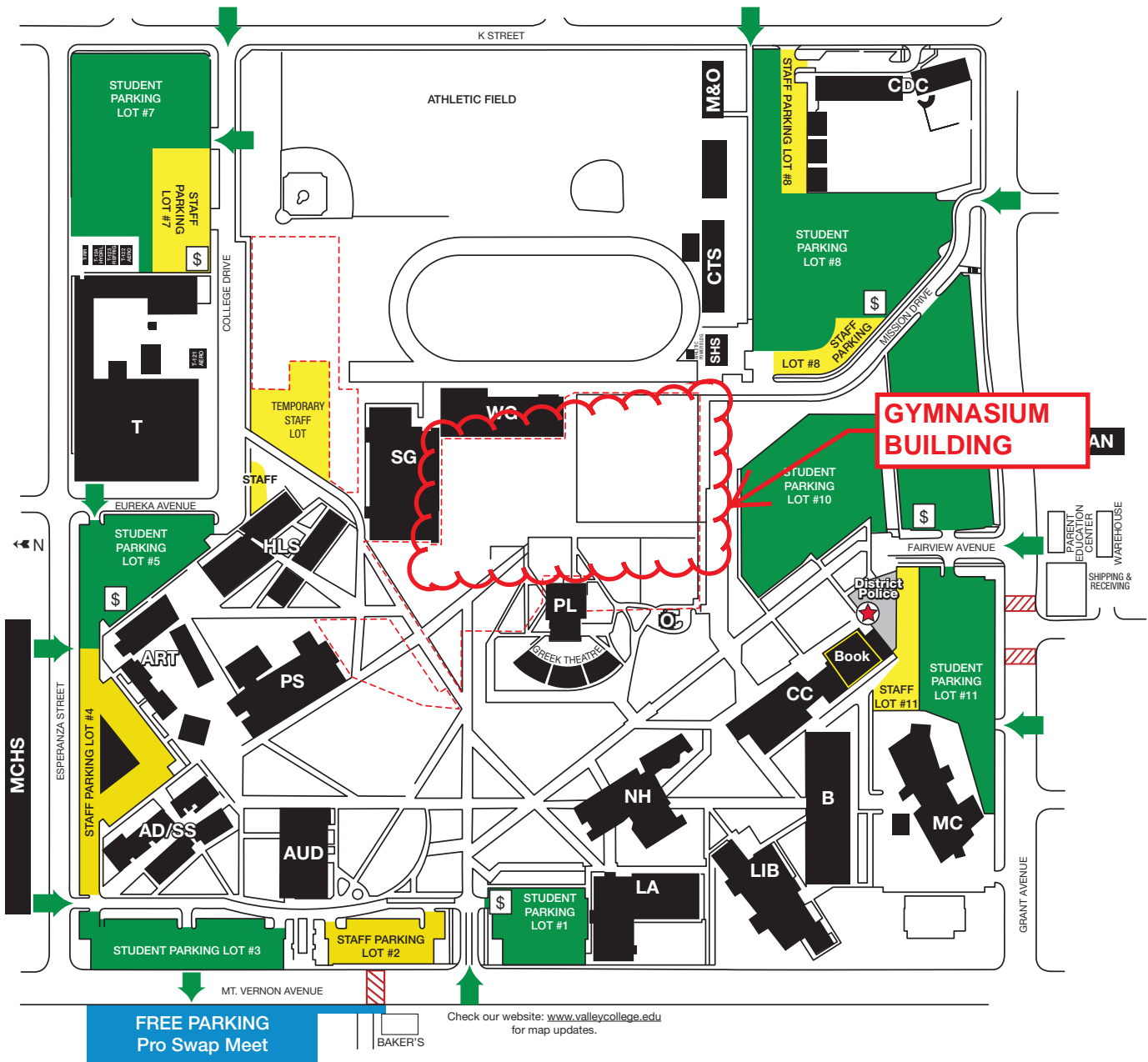
Date

Attachments: CHJ Incorporated Contract Amendment 005 (Sample); CHJ Incorporated Proposal Dated May 12, 2016.

Handwritten signature and date: 5/23/16

# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)  
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

### Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
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B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS..... Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

**DISTRICT POLICE**  
 Campus Center Rm. 100  
 (909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Amendment 011 to the Contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 011 to the contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA in the amount of \$2,000.00.

### **OVERVIEW**

On October 20, 2011, the Board of Trustees approved a contract with NTD Architects for architectural services on the New Science Building at CHC. On February 19, 2015, the Board of Trustees approved the assignment of this contract to Little Diversified Architectural Consulting, Inc.

This amendment is to increase the contract to reimburse the architect for Leadership in Energy & Environmental Design (LEED) review fees in order to achieve LEED Silver certification for this building.

### **ANALYSIS**

The effect of this amendment will be an addition of \$2,000.00 to Little Diversified Architectural Consulting, Inc. contract, resulting in a revised contract amount of \$1,970,913.50. There is no change to the contract time.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.

**CHC NEW SCIENCE BUILDING  
CONTRACT AMENDMENT: 011**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Little Diversified Architectural Consulting, Inc.  
1300 Dove Street, Ste 100  
Newport Beach, CA 92660

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**BRIEF DESCRIPTION:**

CHC New Science Building is designed to achieve a LEED Silver certification. This amendment is to reimburse the Architect for LEED design application review fees for agency consideration.

**COSTS:**  
\$2,000.00

**ATTACHMENTS:** -  
Kitchell/BRj Project Memo - New Science Bldg. #064 (8 pages)

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The original Contract Sum	\$1,950,661.00
Net change by previous Amendments	18,252.50
The Contract Sum prior to this Amendment	\$1,968,913.50
The Contract Sum will be increased/decreased by this Amendment	\$2,000.00
The new Contract Sum including this Amendment	\$1,970,913.50

The Contract Schedule as of this Amendment is unchanged.

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By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes Little Diversified Architectural Consulting, Inc. to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this amendment will be paid via an amendment to Little Diversified Architectural Consulting contract with SBCCD.

Not valid until signed by all parties. Signature of Little Diversified Architectural Consulting, Inc. indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

Little Diversified Architectural  
Consulting, Inc.

BOND PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

By: 

By: \_\_\_\_\_

DATE: 6/2/16

DATE: 6/14/16


DATE: \_\_\_\_\_





DATE: 5/23/16

TO: Fath-Allah Oudghiri, AIA, MBA  
 Director Facilities Planning & Construction  
 San Bernardino Community College District (SBCCD)

FROM:  Brooke Duncan  
 Sr Campus Manager  
 Crafton Hills College (CHC)  
 Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**  
 CHC-4625- New Science Building (NSB)  
 Little Diversified Architectural Consulting Inc. CA 011

**SCOPE:**

SBCCD approval to amend Little Diversified Architectural Consulting agreement for architectural services for the New Science Building, for an amount of \$2,000.00.

**NARRATIVE:**

Little Diversified Architectural Services Agreement was executed on October 20, 2011 for a term of five (5) years. In April 2015, a project memo was executed to increase the Architect's purchase order by \$2,000.00 to reimburse them for the LEED design application fee for the New Science Building. The Contract was not amended at that time, this project memo authorizes the contract to be amended for the LEED design application fee paid by Little Diversified Architectural Services.

**RECOMMENDATION:**

Kitchell/BRJ recommends that SBCCD grant approval to execute amendment CA 011 to Little Diversified Architectural Consulting contract.

**BUDGET INFORMATION:**

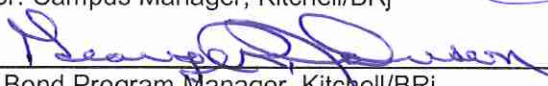
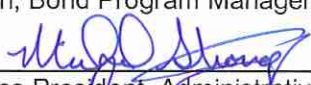
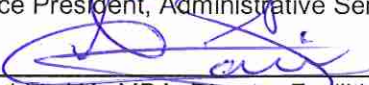
*New Science Building– Proj. # (4625)*

*Info from Measure M Budget V#32 – 3/31/16*

Project Original Budget Amount:	\$ 26,805,517.00
Project Current Spent to date:	\$ 27,114,053.11
Project Current Estimate to Complete:	\$ 27,590,514.19
Project Memo Forecast Cost:	\$ 2,000.00
Project Change Amount:	\$ 00.00

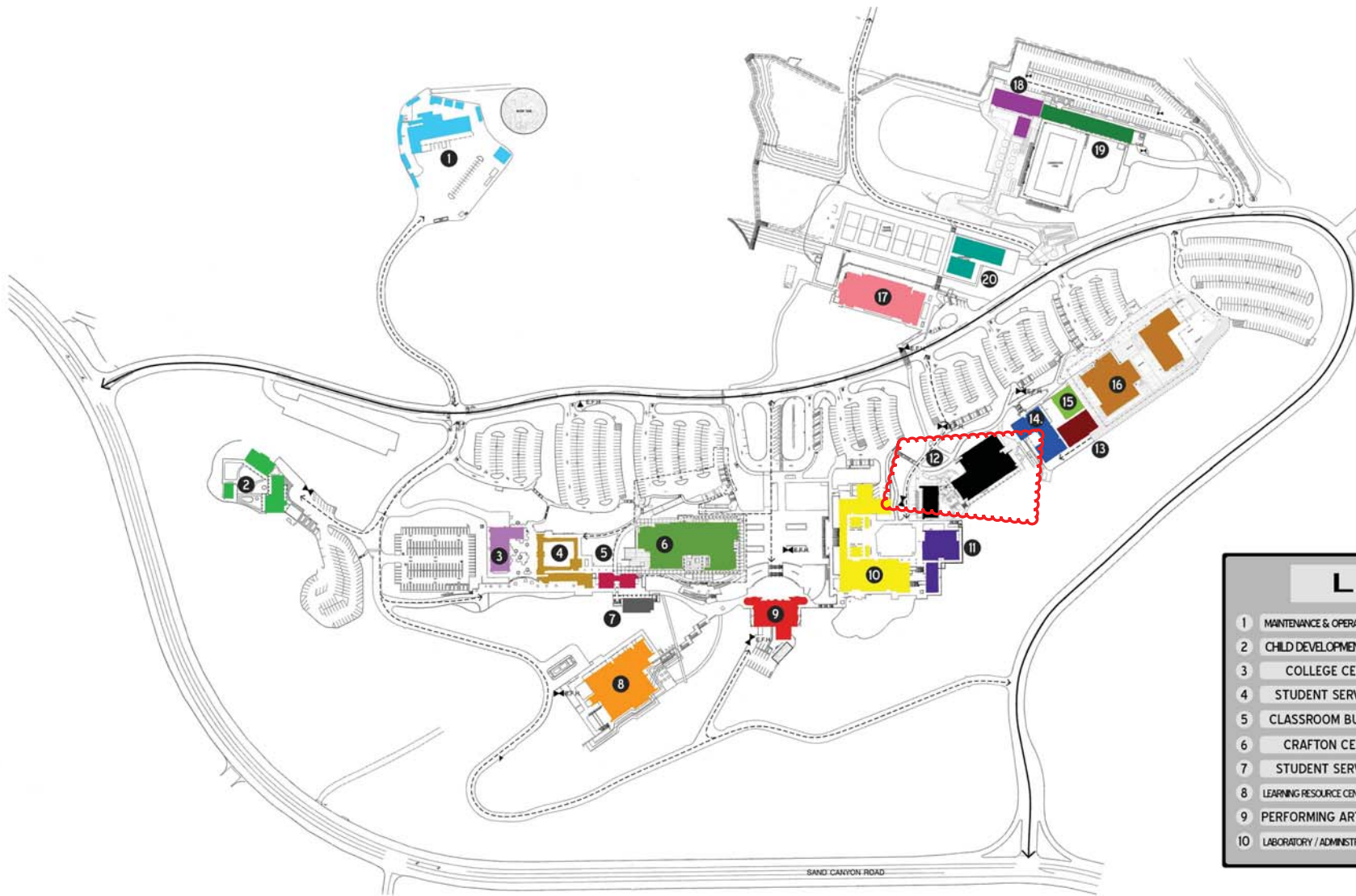
Project Memo cost of \$2,000.00 Budget Line Item 42-50-02-4625-0257- 6210.10 -7100

Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	5/23/16 Date
 _____ George Johnson, Bond Program Manager, Kitchell/BRj	5/24/16 Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	5/31/16 Date
 _____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	6-2-16 Date

Attachments: CO No. 011 with back-up documents

  
5/24/16



LEGEND	
1	MAINTENANCE & OPERATIONS / M&O
2	CHILD DEVELOPMENT CENTER
3	COLLEGE CENTER
4	STUDENT SERVICES A
5	CLASSROOM BUILDINGS
6	CRAFTON CENTER
7	STUDENT SERVICES B
8	LEARNING RESOURCE CENTER / LIBRARY
9	PERFORMING ART CENTER
10	LABORATORY / ADMINISTRATION / LADM
11	CHEMISTRY / HEALTH SCIENCE
12	NEW SCIENCE BUILDING
13	BOOKSTORE
14	OCCUPATIONAL EDUCATION 1 / OE-1
15	CLASSROOM AT BOOKSTORE
16	OCCUPATIONAL EDUCATION 2 / OE-2
17	GYMNASIUM
18	PHYSICAL EDUCATION COMPLEX / PE
19	AQUATICS CENTER / CRF
20	SCIENCE PORTABLES

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval of Contract with Simplex Grinnell LP of Rancho Cucamonga CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract with Simplex Grinnell LP of Rancho Cucamonga CA for fire alarm replacement and panel installation in the Chemistry Health Science Building at CHC in the amount of \$40,884.65.

### **OVERVIEW**

As projects and renovations are completed at Crafton Hills College, upgrades to the fire panels and devices in existing buildings are required. Simplex Grinnell's scope of work includes design, Division of the State Architect, and installation services for the project.

### **ANALYSIS**

In accordance with the list of proprietary items approved by the Board on September 12, 2013, Simplex Grinnell is the fire alarm system manufacturer identified for CHC. This work is scheduled for the 2016 Winter break and will take approximately four weeks to complete.

### **BOARD IMPERATIVE**

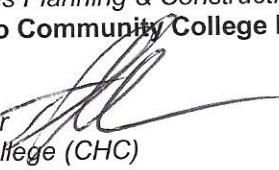
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.

DATE: 5/13/2016

TO: Fath-Allah Oudghiri, AIA, MBA  
 Director Facilities Planning & Construction  
 San Bernardino Community College District (SBCCD)

FROM: Tom Anderson   
 Project Manager  
 Crafton Hills College (CHC)  
 Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**  
 CHC – 4640 – Chemistry Health Science Building (CHS)  
 Simplex Grinnell - New Contract for providing a fire alarm replacement and panel installation in the CHS Building.

**PROJECT SCOPE:**

SBCCD approval to execute a new contract for a Design Build project to Simplex Grinnell of Rancho Cucamonga, CA. to provide and install a new automatic, manual fire alarm system including cabling, circuiting, DSA Fees, Design Drawings and Submittals to DSA, programing, system check out and training at the Chemistry Health Science Building (CHS).

**NARRATIVE:**

The new automatic and manual fire alarm system installed at the CHS Building to be provided and serviced by Simplex Grinnell, will transmit the alarm, supervisory and trouble signals to an approved supervising station located at the Maintenance and Operation Building (M&O). Due to campus changes with new and renovated construction projects. LADM building will detach from the CHS Building and these buildings will require new stand-alone fire alarm panels that are compatible with one another. The work is scheduled for winter break 2016.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD grant approval to execute a new contract to Simplex Grinnell in the amount of \$40,884.65.

**BUDGET INFORMATION:**

CHC- Lab & Administration Building (LADM) – Proj. # (4636)  
Info from Measure M Budget V#33 - 4/30/16

Project Original Budget Amount:	\$ 15,541,611.00
Project Current Spent to date:	\$ 1,339,413.78
Project Current Estimate to Complete:	\$ 11,949,228.22
Project Memo Forecast Cost:	\$ 40,884.65
Project Change Amount:	\$ 00.00

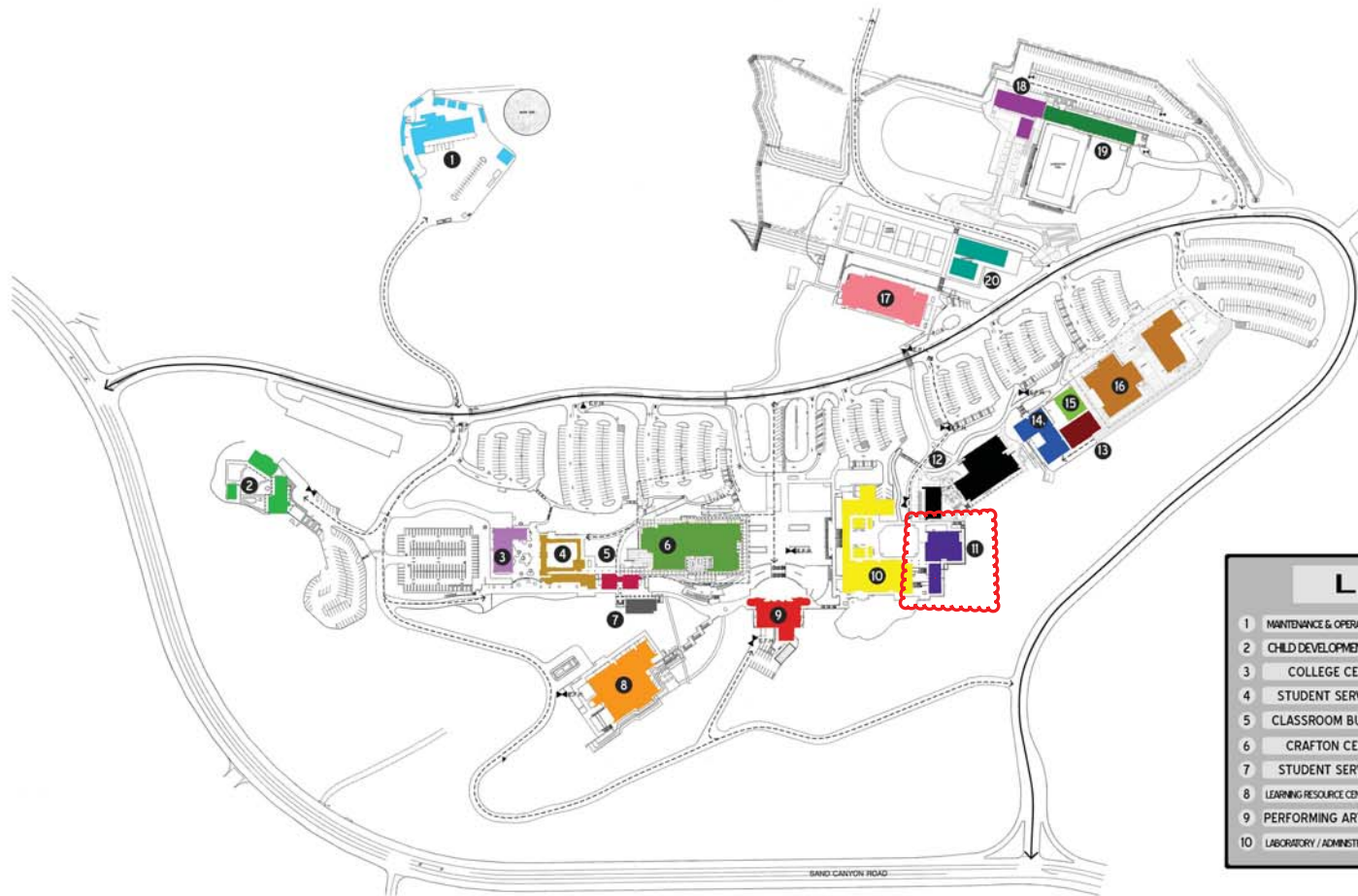


Funding for Project Memo cost of \$40,884.65 will come from the following Budget Line Item#  
42-50-02-4636-0257-6220.50-7100 – Remodel construction – \$40,884.65)

Approvals:

	6/7/16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	6/7/16
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	6/7/16
Mike Strong, Vice President, Administrative Services, CHC	Date
	6-9-16
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachment: Simplex Grinnell Contract.



LEGEND	
1 MAINTENANCE & OPERATIONS / M&O	11 CHEMISTRY / HEALTH SCIENCE
2 CHILD DEVELOPMENT CENTER	12 NEW SCIENCE BUILDING
3 COLLEGE CENTER	13 BOOKSTORE
4 STUDENT SERVICES A	14 OCCUPATIONAL EDUCATION 1 / OE-1
5 CLASSROOM BUILDINGS	15 CLASSROOM AT BOOKSTORE
6 CRAFTON CENTER	16 OCCUPATIONAL EDUCATION 2 / OE-2
7 STUDENT SERVICES B	17 GYMNASIUM
8 LEARNING RESOURCE CENTER / LIBRARY	18 PHYSICAL EDUCATION COMPLEX / PE
9 PERFORMING ART CENTER	19 AQUATICS CENTER / CRF
10 LABORATORY / ADMINISTRATION / LADM	20 SCIENCE PORTABLES

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** George Johnson, Non-Bond Program Manager, Kitchell/BRj

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the following contract amendments and ratify the following change orders. These changes are required and necessary, benefit SBCCD, and reflect the most favorable negotiated costs.

	Change #	Original Contract	Previous Changes	Proposed Changes	New Contract	Total CO %
<b>San Bernardino Valley College – 01-1516-04 HLS Lighting Replacement</b>						
J Kim Electric Fullerton CA	CO-01	\$44,996.00	\$0.00	\$3,424.18	\$48,420.18	7.60%
<b>San Bernardino Valley College – 01-1516-02 Roof &amp; Building Envelope</b>						
R&R Roofing Menifee CA	CO-01	\$93,840.00	\$0.00	\$6,008.91	\$99,848.91	6.40%
<b>San Bernardino Valley College – 01-1415-06 HLS Ventilation</b>						
LA Air Conditioning La Verne CA	CO-01	\$961,760.00	\$0.00	\$22,049.48	\$983,809.48	2.29%

**OVERVIEW**

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.



## **ANALYSIS**

Construction contract amendments and change orders submitted with this board item total \$31,482.57.

## **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

## **FINANCIAL IMPLICATIONS**

Included in the Capital Outlay and General Fund Block Grant budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

Project Number

Non-Bond Project

CHANGE ORDER

Original Contract Amount: \$44,996.00  
 Amount of Previous Contract Amendments: \$0.00  
 Amount of Previous Change Orders: \$0.00

School Name:	San Bernardino Valley College	Date:	June 17, 2015
Project Description:	HLS Lighting Replacement	Contract No.:	General Contractor
To (Contractor):	J Kim Electric, Inc.	Attn:	Tina Kim

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments

Reference RFP No.: Refer to attachments

Description of Work:

This change order includes a non-compensable time extension associated with scopes of work for the General Contractor generated from NTP through June 30, 2016 and additional scope of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract. This change order represents an inclusive and final settlement for all aspects and impacts associated with the scope of work and approved change order outline on page # 2 for the period from NTP through June 30, 2016. For further detailed description of each item associated with change order see attached back-up.

Contract Change Order No.-CO-001

TOTAL COST of CONTRACT CHANGE Order No.-CO-001

\$3,424.18

Reason for Change:

Please see page # 02

Initiator of Change:

1 Site Conditions

The original Base Contract Sum was:	\$44,996.00
Net change by previous authorized Contract Amendment(s):	\$0.00
The contract AMOUNT due to C.O. No.-CO-001 will be increased by:	\$3,424.18
The revised BASE Contract Sum:	\$48,420.18
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$48,420.18
The revised Contract Amount, including this Contract Change Order is, therefore:	\$48,420.18
The contract TIME due to CO#01 will be increased by:	0 calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	30-Jun-16
SBCCD Change Order No. CO # 01 includes Item Number(s):	1.1

This Contract Change Order is not valid until signed by both the Architect/Engineer and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Robert Jenkins	
	Monica Garza, Kitchell	6-17-16
	Vice Chancellor, Business and Fiscal Services, SBCCD	6-20-16
	Tina Kim, Project Manager - J. Kim Electric, Inc.	6/17/16

Scott Stark

State of California - Division of the State Architect DSA Application No. N/A File No. N/A  
 Approved: N/A per Engineer of Record: N/A

**CHANGE ORDER No.-CO-001**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO #01						
Item 1.1	New EM Driver (IOTA-ILB-CP07) Materials Emergency Lighting	H2	100		\$3,424.18	\$3,424.18
<b>TOTAL CONTRACT CHANGE ORDER</b>						<b>\$3,424.18</b>

CODE LEGEND

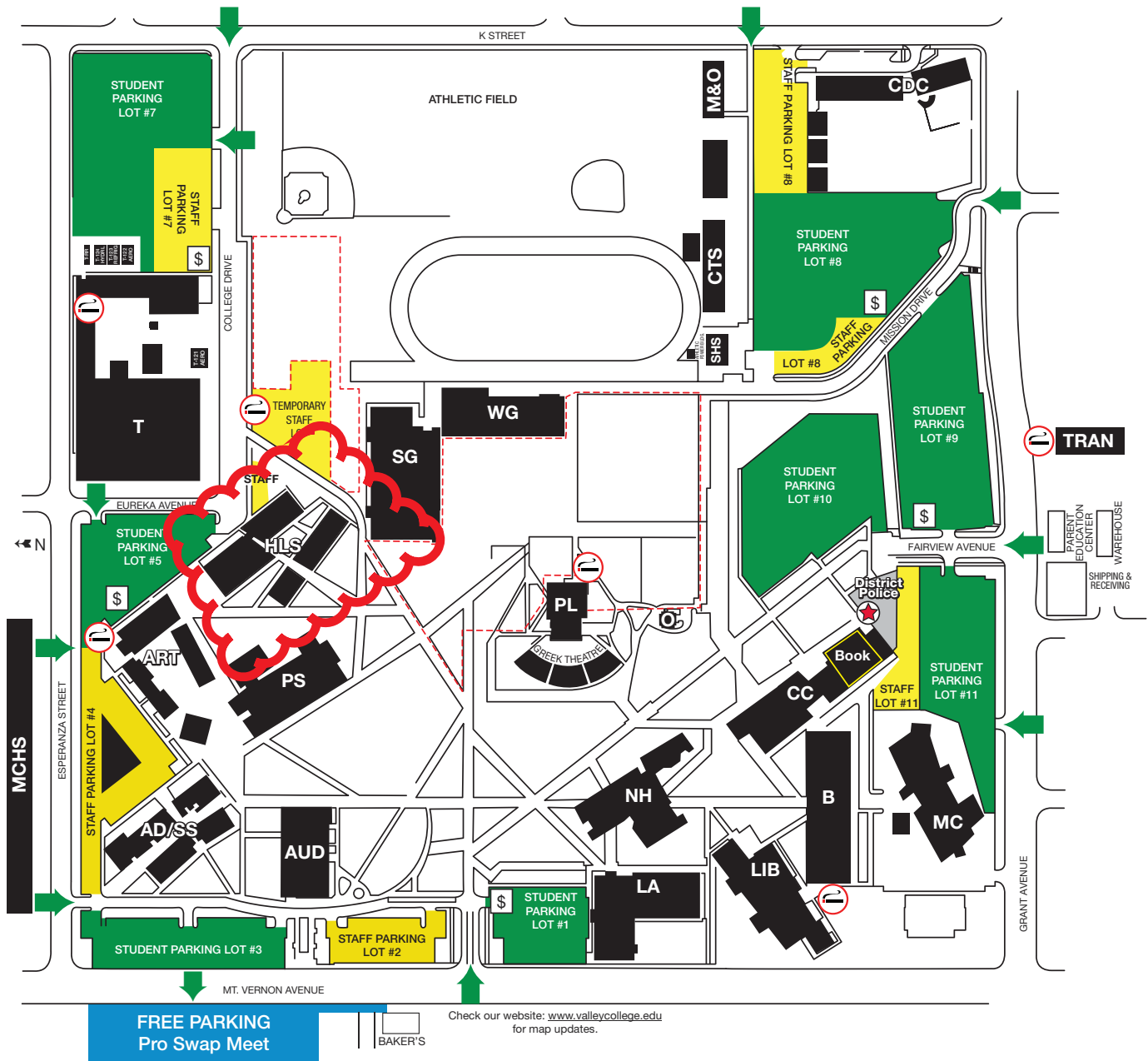
- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



Check our website: [www.valleycollege.edu](http://www.valleycollege.edu) for map updates.

- INDICATES CONSTRUCTION AREAS
- ➔ ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- ? INDICATES APPROVED SMOKING AREAS (6)  
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B..... Business	NH.....North Hall
BOOK..... Bookstore	O..... Observatory
CC.....Campus Center	PL.....Planetarium
CDC.....Child Development Center	PS.....Physical Sciences
CTS.....Computer Technology Services	SG..... Snyder Gym
HLS.....Health & Life Science	SHS..... Student Health Services
LA.....Liberal Arts	T..... Technical
LIB.....Library	TRAN..... Transportation Center
	WG.....Women's Gym

**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

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Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

01-1516-02  
Project Number

Capital Facilities Program Management

Non-Bond Project

CHANGE ORDER

Original Contract Amount: **\$93,840.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>June 22, 2015</u>
Project Description:	<u>Roof and Building Envelope Repairs</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>R &amp; R Roofing</u>	Attn:	<u>Woody Jasso</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: Refer to attachments

Description of Work:

This change order includes a non-compensable time extension associated with scopes of work for the General Contractor generated from NTP through July 1, 2016 and additional scope of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract. This change order represents an inclusive and final settlement for all aspects and impacts associated with the scope of work and approved change order outline on page # 2 for the period from NTP through July 1, 2016. For further detailed description of each item associated with change order see attached back-up.

Contract Change Order No.-CO-001

TOTAL COST of CONTRACT CHANGE Order No.-CO-001 \$6,008.91

Reason for Change:

Please see page # 02

Initiator of Change:

1 Site Conditions

The original Base Contract Sum was:	<u>\$93,840.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No.-CO-001 will be increased by:	<u>\$6,008.91</u>
The revised BASE Contract Sum:	<u>\$99,848.91</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$99,848.91</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$99,848.91</u>
The contract TIME due to CO#01 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>1-Jul-16</u>
SBCCD Change Order No. <u>CO # 01</u> includes Item Number(s):	<u>1.1, 1.2, 1.3</u>

This Contract Change Order is not valid until signed by both the Architect/Engineer and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Robert Jenkins	<u>6/22/16</u>
	Monica Garza, Kitchell	<u>6/22/16</u>
	Woody Jasso, President - R&R Roofing	<u>6/22/16</u>

State of California - Division of the State Architect DSA Application No. N/A File No. N/A  
 Approved: N/A per Engineer of Record: \_\_\_\_\_

**CHANGE ORDER No.-CO-001**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO #01						
Item 1.1	Installation of plywood substrate behind the fascia at upper section of roof. Roof was damaged.	A5	100		\$404.91	\$404.91
Item 1.2	Replace joists damaged on the existing lower roof. In addition, replaced the eaves edge and plywood substrate on the lower roof in order to properly install the roofing system.	A5	100		\$3,767.30	\$3,767.30
Item 1.3	The entire eaves edge and plywood substrate would need to be removed and replaced on the existing roofing system, as well as painting the installed lumber.	A5	100		\$1,836.70	\$1,836.70
<b>TOTAL CONTRACT CHANGE ORDER</b>						<b>\$6,008.91</b>

CODE LEGEND

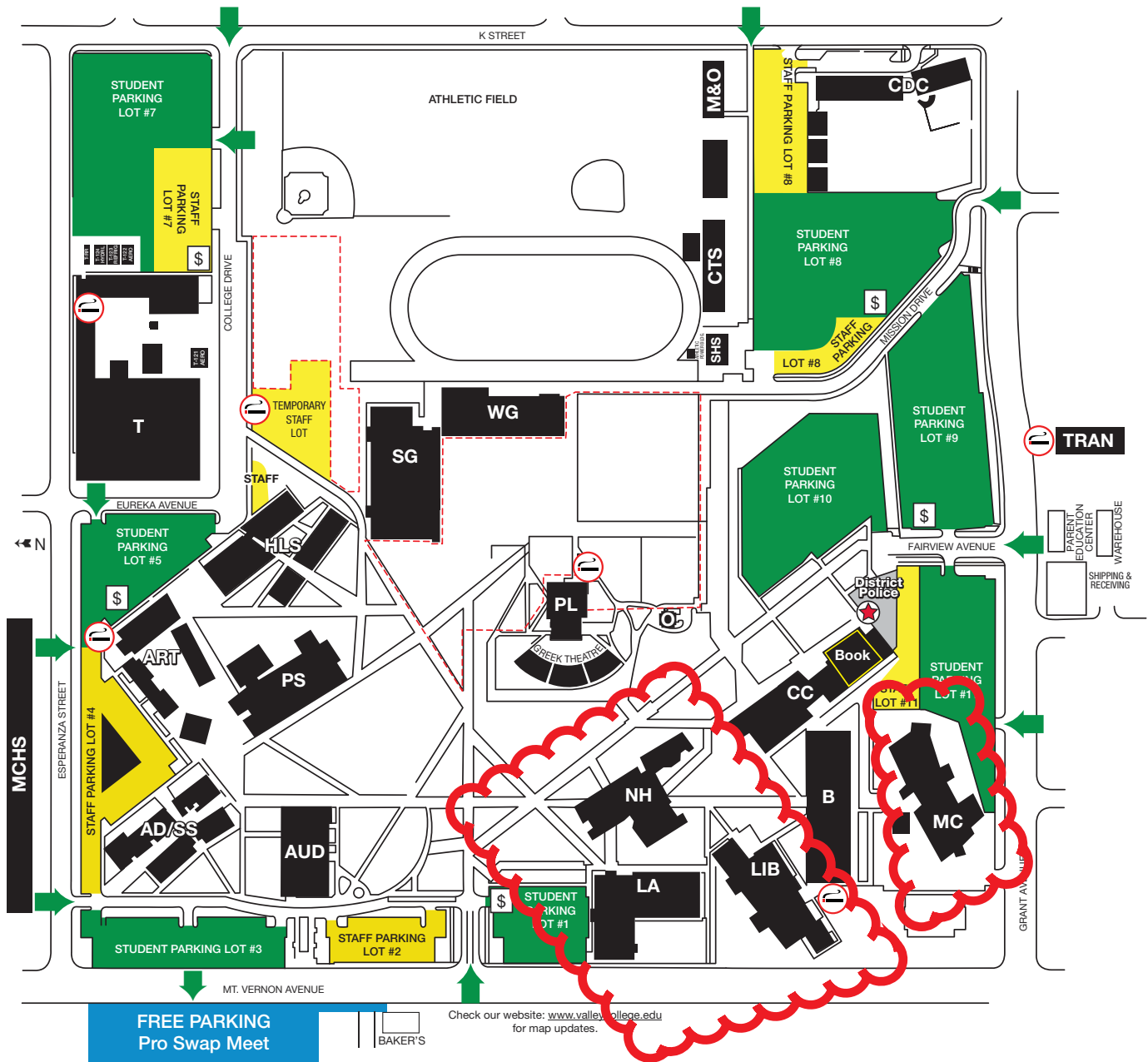
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- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
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\* Note: "I" has been omitted not to be confused with "1"

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# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



Check our website: [www.valleycollege.edu](http://www.valleycollege.edu) for map updates.

- INDICATES CONSTRUCTION AREAS
- ➔ ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- ? INDICATES APPROVED SMOKING AREAS (6)  
*This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)*

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

Capital Facilities Program Management

Project Number \_\_\_\_\_

Non-Bond Project

**CHANGE ORDER**

Original Contract Amount: **\$961,760.00**  
 Amount of Previous Contract Amendments: **\$0.00**  
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>June 17, 2015</u>
Project Description:	<u>SBVC - Health &amp; Science Building Lab Retrofit</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Los Angeles Air Conditioning, Inc.</u>	Attn:	<u>Nolan Ballard</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: **Refer to attachments**

Reference RFP No.: **Refer to attachments**

Description of Work:

This change order includes a non-compensable time extension associated with scopes of work for the General Contractor generated from NTP through June 30, 2016 and additional scope of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract. This change order represents an inclusive and final settlement for all aspects and impacts associated with the scope of work and approved change orders outline on page # 2 for the period from NTP through June 30, 2016. For further detailed description of each item associated with change order see attached back-up.

**Contract Change Order No.-CO-001**

**TOTAL COST of CONTRACT CHANGE Order No.-CO-001 \$22,049.48**

Reason for Change:

Please see page # 02

Initiator of Change:


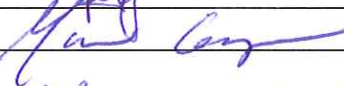
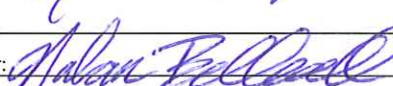
1 Site Conditions

The original Base Contract Sum was:	<u>\$961,760.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No.-CO-001 will be increased by:	<u>\$22,049.48</u>
The revised BASE Contract Sum:	<u>\$983,809.48</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$983,809.48</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$983,809.48</u>
The contract TIME due to CO#01 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>30-Jun-16</u>
SBCCD Change Order No. <u>CO # 01</u> includes Item Number(s):	<u>1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8</u>

This Contract Change Order is not valid until signed by both the Architect/Engineer and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Robert Jenkins	<u>6/20/16</u>
Project Mgr.: 	Monica Garza, Kitchell	<u>6-20-16</u>
District:	Vice Chancellor, Business and Fiscal Services, SBCCD	
Contractor: 	Nolan Ballard, Project Manager - LA Air Conditioning, Inc.	<u>6-20-16</u>
	<small>Printed Name/Title</small>	

State of California - Division of the State Architect      DSA Application No. 04-114386      File No. 36-C2

Approved \_\_\_\_\_ per Engineer **336** Record: \_\_\_\_\_



**CHANGE ORDER No.-CO-001**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO #01						
Item 1.1	Additional test for the exhaust flowrate verification with snorkels off. Change Order # 01	J3	100		\$1,719.45	\$1,719.45
Item 1.2	Remove Existing power exhaust and replace with new 3 phase power exhaust Change Order # 02	F3	100		\$5,841.84	\$5,841.84
Item 1.3	Changes on graphics and programming form touch screen in rooms 207, 211, 222, 230, 235. Change Order #03	H2	100		\$3,884.98	\$3,884.98
Item 1.4	Diagnose the lack of heating and cooling (T&M) on the labs, provided technical report. Change Order # 04.	H2	100		\$530.67	\$530.67
Item 1.5	Credit back for VFD swaps due to incorrect schedule and not matching site conditions. Change Order # 05.	G1	100	-2,861.25		(\$2,861.25)
Item 1.6	Replacement of (1) VFD. Change Order # 07	H2	100		\$1,491.95	\$1,491.95
Item 1.7	Installation of poly tubing in 7 fume hoods to elevate the pressure tap inlet to provide two part calibration. Change Order # 08	J3	100		\$6,669.59	\$6,669.59
Item 1.8	Re-balance report for the fume hoods controls. Change Order # 09	J3	100		\$4,772.25	\$4,772.25
<b>Subtotal</b>						<b>\$22,049.48</b>
<b>TOTAL CONTRACT CHANGE ORDER</b>						<b>\$22,049.48</b>

CODE LEGEND

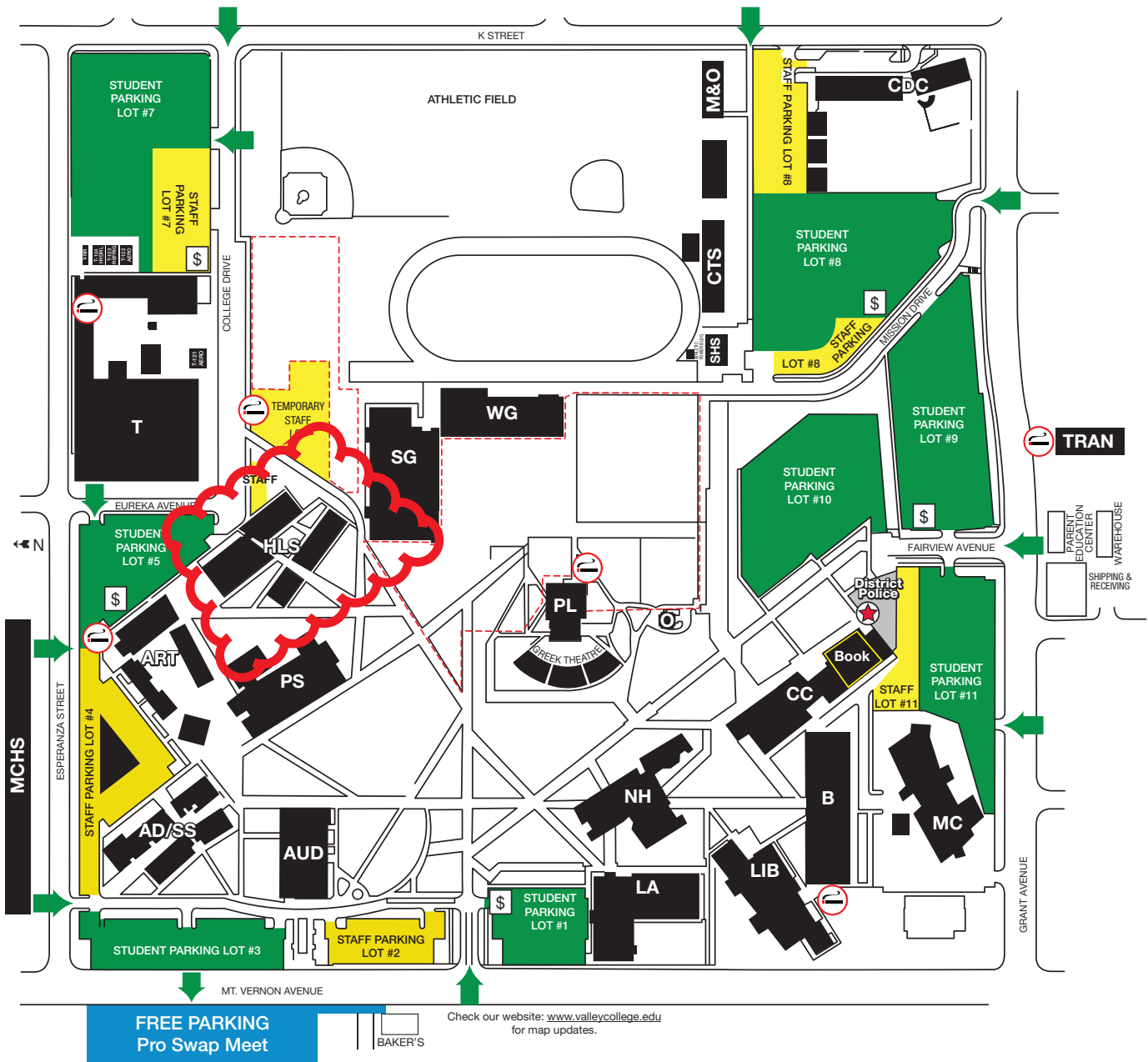
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval to Award Bid and Contract to Kemcorp Construction, Inc. of Ontario CA

**RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #2017-C01 and contract to Kemcorp Construction, Inc. of Ontario CA for the Student Services A Renovation at Crafton Hills College in the amount of \$5,803,050.00. This includes the base contract amount of \$5,275,500.00 as well as any change orders up to \$527,550.00, approved by the Vice Chancellor of Business & Fiscal Services, as set forth in the original contract.

**OVERVIEW**

This project includes seismic retrofit improvements for the entire three-story, 16,000 SF concrete building as well as reconfigures existing space into offices. The total cost of the project is approximately \$7.6 million funded by Measure M.

**ANALYSIS**

A public bid opening was conducted on June 29, 2016 and SBCCD received six bids. The lowest, most responsive three bidders were:

<b>Vendor</b>	<b>Total Bid</b>
Kemcorp Construction, Inc. of Ontario CA	\$5,275,500.00
Cal-City Construction, Inc. of Cerritos, CA	\$5,280,000.00
AMG & Associates, Inc. of Santa Clarita, CA	\$5,316,000.00

An analysis of the bids received indicates that Kemcorp Construction, Inc. is the lowest, most responsive bidder.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.



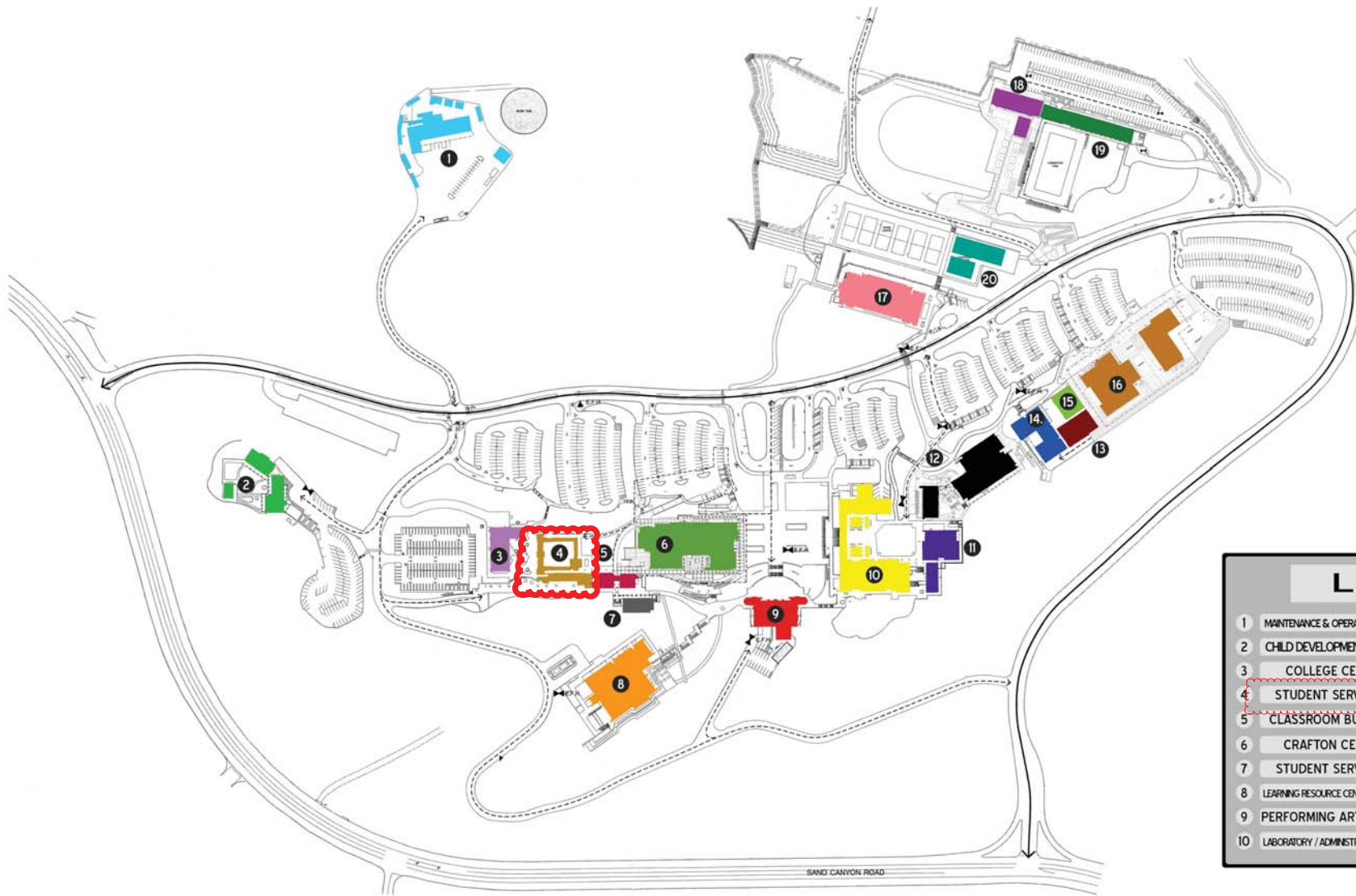
Wednesday June 29, 2016, 2:00PM

San Bernardino Community College District

Crafton Hills College - Student Services A Renovation Project

Official Results

	Mandatory Pre Bid Attendee Contractors	City	Addenda 7		Addenda 8		Addenda 9		Addenda 10		Allowance Included Y/N	Bid Bond Y/N	Base Bid with Allowance
			Noted	Y/N	Noted	Y/N	Noted	Y/N	Noted	Y/N			
1	Cal City Construction, Inc.	Cerritos	Y		Y		Y		Y		Y	Y	\$5,280,000.00
2	AWI Builders, Inc.	Burbank	Y		Y		Y		Y		Y	Y	\$6,265,000.00
3	California AveraInd Construction, Inc.	Los Angeles	Y		Y		Y		Y		Y	Y	\$5,490,000.00
4	AMG & Associates, Inc.	Santa Clarita	Y		Y		Y		Y		Y	Y	\$5,316,000.00
5	G2K Construction, Inc.	Agoura Hills	Y		Y		Y		Y		Y	Y	\$5,694,235.00
6	Kemcorp	Ontario	Y		Y		Y		Y		Y	Y	\$5,275,500.00
7													
8													
9													
10													
<b>Lowest Three Proposals</b>													
6	Kemcorp	Ontario	Y		Y		Y		Y		Y	Y	\$5,275,500.00
1	Cal City Construction, Inc.	Cerritos	Y		Y		Y		Y		Y	Y	\$5,280,000.00
4	AMG & Associates, Inc.	Santa Clarita	Y		Y		Y		Y		Y	Y	\$5,316,000.00



LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
6	CRAFTON CENTER	16	OCCUPATIONAL EDUCATION 2 / OE-2
7	STUDENT SERVICES B	17	GYMNASIUM
8	LEARNING RESOURCE CENTER / LIBRARY	18	PHYSICAL EDUCATION COMPLEX / PE
9	PERFORMING ART CENTER	19	AQUATICS CENTER / CRF
10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval to Award Bid and Contract to Dan Lyman Construction, Inc. of San Bernardino CA

**RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #2017-V01 and contract to Dan Lyman Construction, Inc. of San Bernardino CA for the Auditorium Doors and Hardware project at SBVC in the amount of \$379,484.00.

**OVERVIEW**

This contract is for the restoration and replacement of specific doors, frames and hardware in the Auditorium. The restoration portion of the project involves repairing and refurbishing the original exterior doors, frames and hardware, to make them secure and weathertight, as well as similar work to the door openings leading from the foyer into the Auditorium.

**ANALYSIS**

A bid opening was conducted on May 24, 2016. SBCCD received two responsive and responsible bids:

<b>Vendor</b>	<b>Base Bid</b>
Dan Lyman Construction, Inc.	\$379,484.00
National Construction and Maintenance	\$449,000.00

An analysis of the bids received indicates that Dan Lyman Construction, Inc. of San Bernardino CA is the lowest, responsive and responsible bidder.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

Included in the Fund 42 Revenue Bond Construction budget.

San Bernardino Community College District  
 San Bernardino Valley College - Auditorium Doors and Hardware

Tuesday, May 24, 2016  
 BID RESULTS

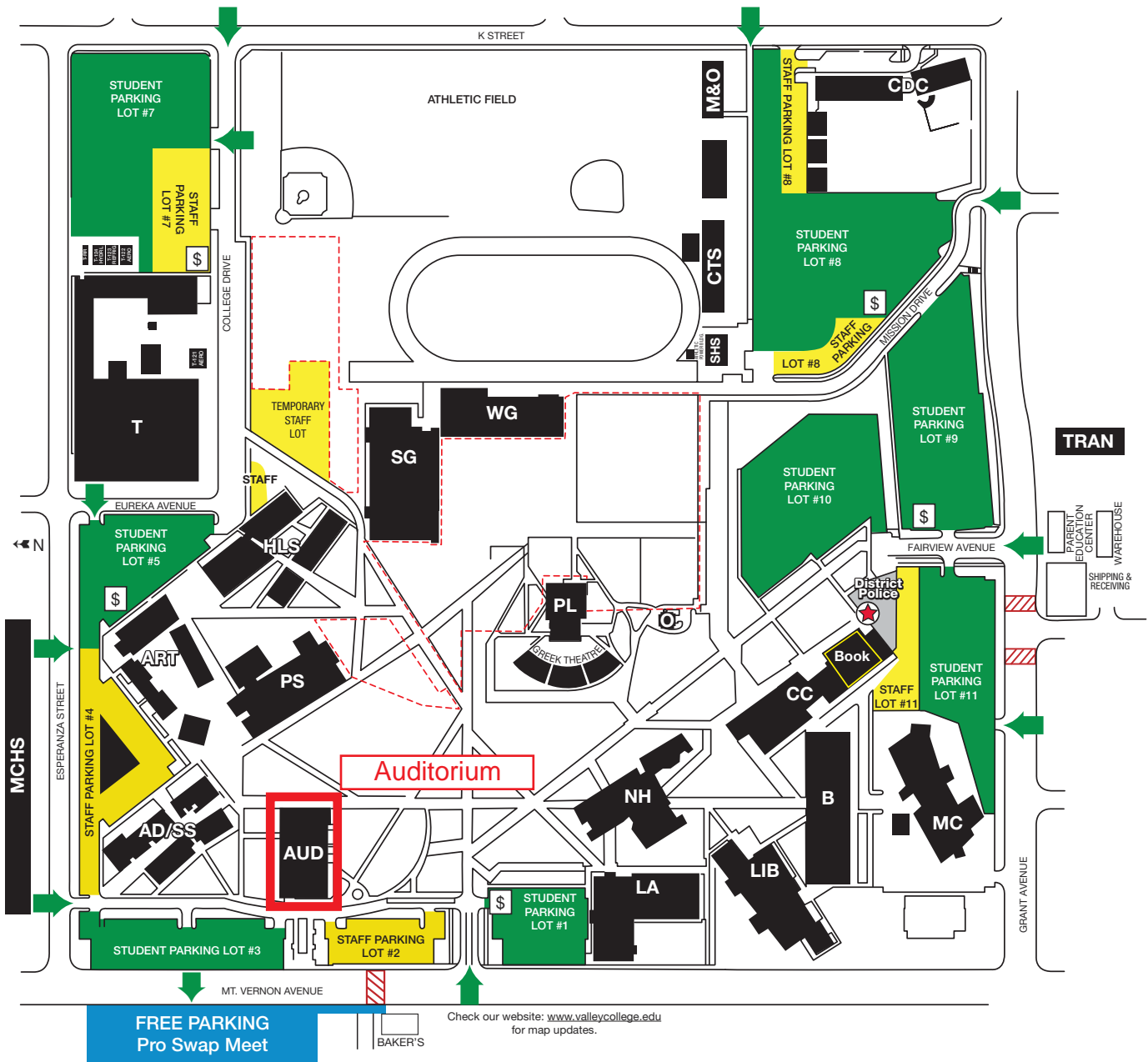


Contractor	City	County	Bid Bond Y/N	Addenda (2) Noted Y/N	Base Bid	Allowance	Alternate	Total Bid Amount*
Lyman Construction	San Bernardino	San Bernardino	Chk	Y	\$359,484.00	\$20,000.00	\$112,931.00	\$492,415.00
National Construction and Maintenance	San Bernardino	San Bernardino	Y	Y	\$429,000.00	\$20,000.00	\$0.00	\$449,000.00
BWW and Co.	Redlands	San Bernardino	NO BID					
Preferred General Services	Apple Valley	San Bernardino	NO BID					

\*In accordance with the Selection Criteria included on the Bid Form, since both proposals exceeded the announced budget, the award will be for the Base Bid and Bid Allowance, only. On that basis, a Notice of Intent to Award will be issued to Lyman Construction, in the amount of \$379,484.00. The alternate is thrown out.

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval to Award Contract to Little Diversified Architectural Consulting of Newport Beach CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve a contract with Little Diversified Architectural Consulting of Newport Beach CA for architectural services on the Auditorium Renovations project at SBVC in the amount of \$5,672.25.

### **OVERVIEW**

Because of Division of the State Architect requirements, site improvements related to the Auditorium Renovation project – including work on doors, frames and hardware – was removed from the project scope, and delayed until 2016. We are now proceeding with that work. The original contract for architectural services for the Auditorium Renovation project expired in February, 2016. As a result, it is necessary to issue a new contract. Also, and at the request of the Campus, modifications were made to the scope of work.

### **ANALYSIS**

This contract with Little Diversified Architectural Consulting will provide construction administration services for the remainder of the Auditorium Renovations project at SBVC, through December 31, 2017.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence


### **FINANCIAL IMPLICATIONS**

Included in the Fund 42 Construction Bond budget.

**No. 475 – Auditorium Renovation**

DATE: 6/1/2016

TO: Fath-Allah Oudghiri, AIA, MBA  
 Director Facilities Planning & Construction  
 San Bernardino Community College District (SBCCD)

FROM: Glenn Nadalet   
 Project Manager  
 San Bernardino Valley College (SBVC)  
 Kitchell/BRj

RE: **San Bernardino Valley College (SBVC) Measure M**  
 SBVC – 9517 – Auditorium Renovation  
**Little Diversified Architectural Consulting – New Contract for Auditorium Renovation Project**

**PROJECT SCOPE:**

SBCCD approval to execute a new contract to Little Diversified Architectural Consulting for Architectural Services for the Measure M Auditorium Renovation project, which is currently in the construction phase.

**NARRATIVE:**

NTD Architects designed the Auditorium Renovation project and received the Division of State Architect's approval in 2013. Because of onerous requirements by DSA, most of the doors/hardware were excluded from DSA approval and a separate project was set up to be performed once the Renovation project was completed. At the board meeting on February 19, 2015, the board approved the assignment of NTD's contract for Architectural Services to Little Diversified Architectural Consulting, on account of the bankruptcy of NTD. Little Diversified Architectural Consulting currently holds the contract for the professional services and, through the contract issued to NTD, was contracted for five (5) years as part of the District's approved RFQ/RFP processes. Due to the DSA issues stated above, the Doors and Hardware project was delayed, and then put online for bidding in 2016. Little Diversified's contract expired in February 2016; the contract has not yet been renewed. Due to the Campus' request to make modifications to the scope of work, we have received a change request for additional Architectural Services to provide added specification sections and an updated scope write-up that includes photographs and verbal descriptions of the work. The new contract will be issued for the remaining anticipated duration of the project, until December 31, 2016, with a total adjustment to the budget in the amount of \$5,672.25.

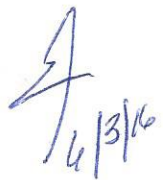
**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD grant approval to issue a new contract to Little Diversified Architectural Consulting in the amount of \$5,672.25, including a transfer of \$1,437.25 from the original contract, and extend the remaining anticipated duration of the project until December 31, 2016.

**BUDGET INFORMATION:**

*Gymnasium Project – 9517*  
*Info from Measure M Budget Version V33 04/30/2016*

Project Original Budget Amount:	\$ 10,762,085.44
Project Current Spent to date:	\$ 10,446,657.85
Project Current Estimate to Complete:	\$ 10,725,133.19
Project Memo Forecast Cost:	\$ <b>5,672.25</b>
Project Change Amount:	\$ 00.00



Project Memo cost of \$5,672.25 will be added to Budget Line Item 42-50-01-9517-0257-6220.10-7100.

Approvals:

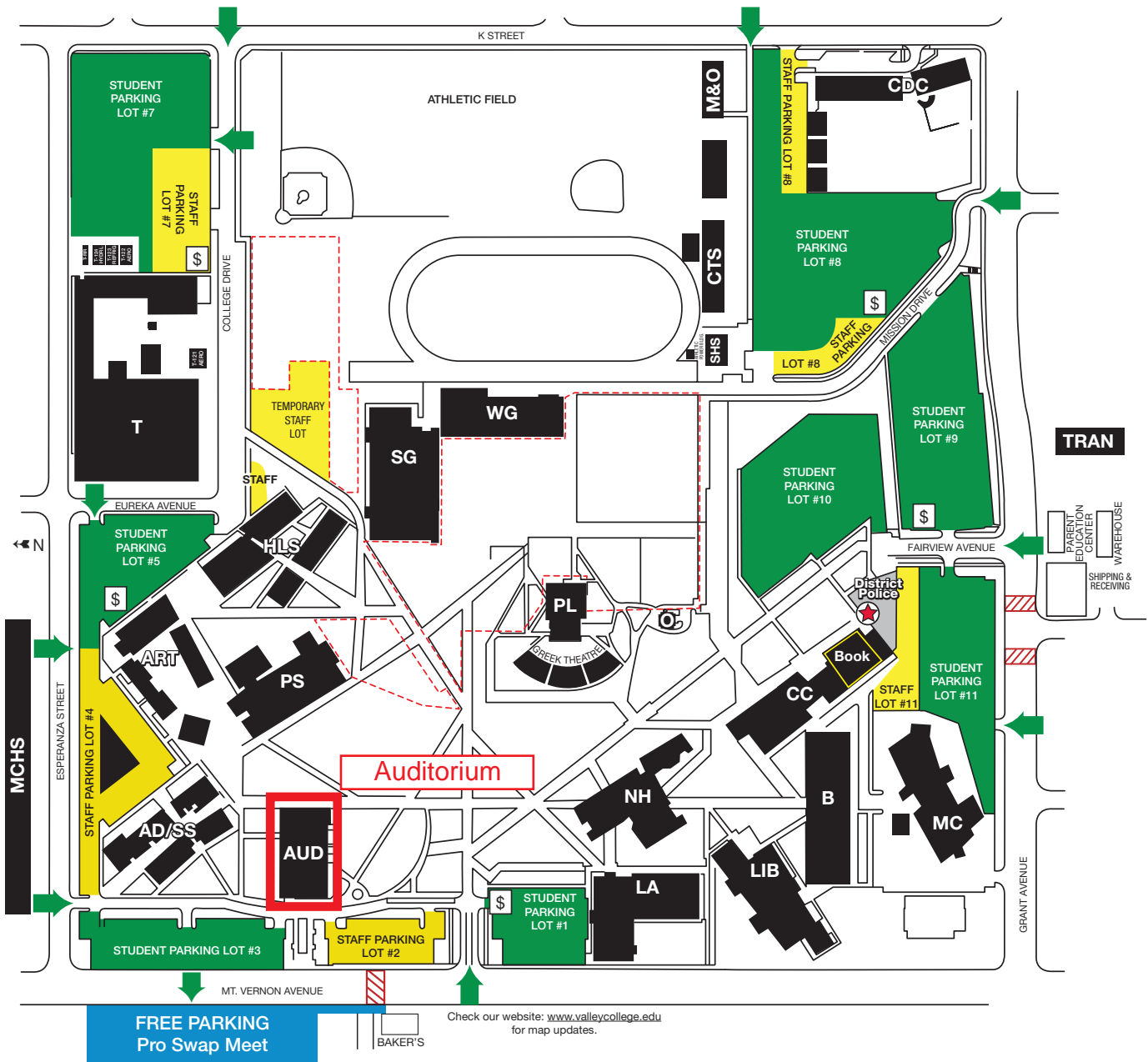
HUSSAIN AGHA JUNE 3, 2016

Hussain Agah, Sr. Campus Manager, Kitchell/BRj, SBVC	Date
	6/3/16
George Johnson, Bond Program Manager, Kitchell/BRj, SBVC	Date
	6-8-16
Scott Stark, Vice President, Administrative Services, SBVC	Date
	6-14-16
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction, SBCCD	Date

Attachments: Little Diversified Proposal Dated May 19, 2016.

# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)  
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

### Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS.....Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Non-Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval to Award Informal Bid and Contract to Los Angeles Air Conditioning of La Verne CA

**RECOMMENDATION**

It is recommended that the Board of Trustees award an informal bid and contract to Los Angeles Air Conditioning of La Verne CA for the Non-Bond 03-1516-01 HVAC Renovation project at SBCCD in the amount of \$136,050.00.

**OVERVIEW**

The scope of work will be to replace three existing constant volume rooftop units with three new rooftop units. The replacement units will be of the same cooling and heating capacities as existing equipment. After the initial installation the HVAC units will act as standalone units controlled by a single thermostat.

**ANALYSIS**

As part of its Uniform Construction Cost Accounting Program, SBCCD maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from Los Angeles Air Conditioning of La Verne CA.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

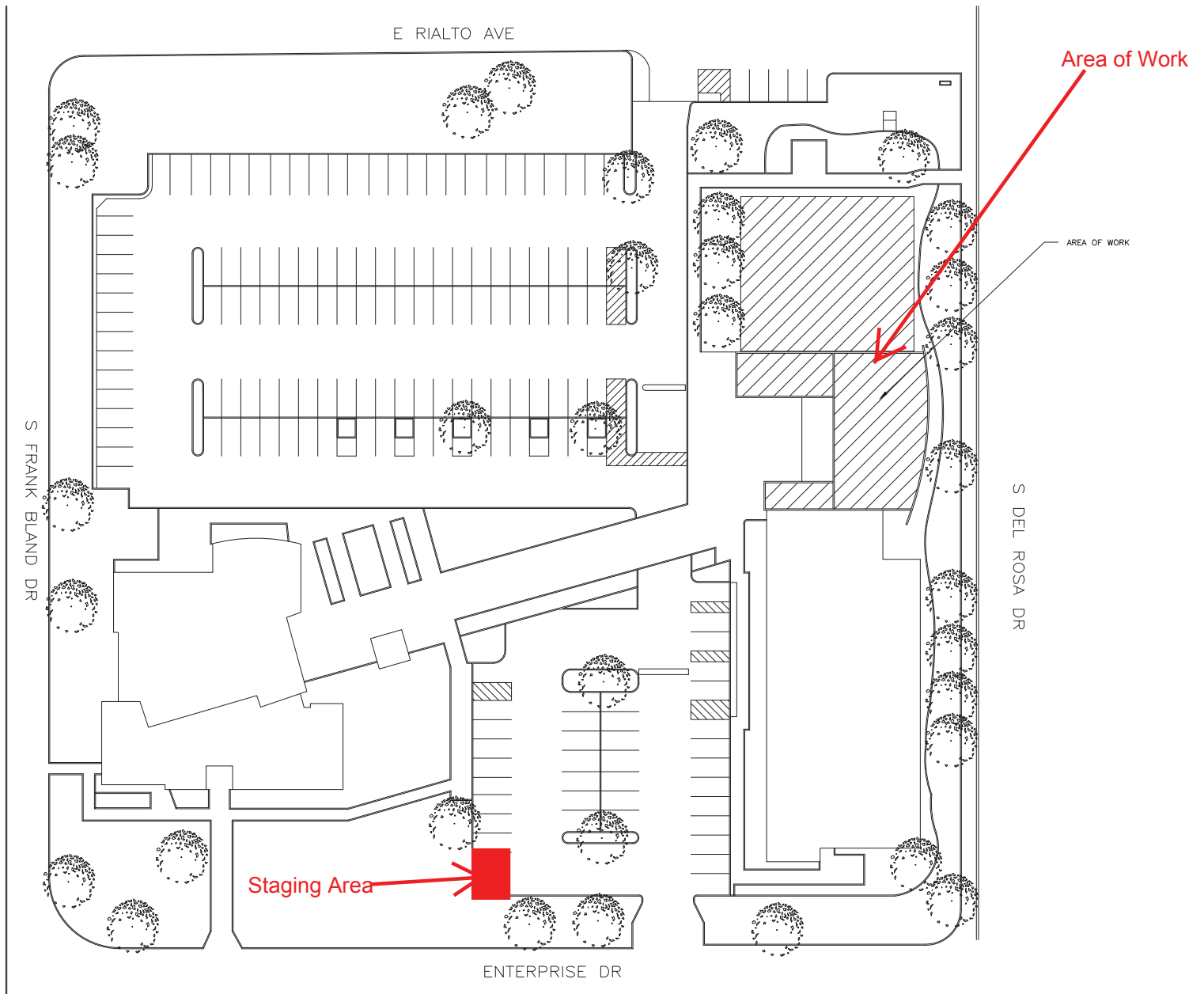
Included in the General Fund, Block Grant budget.



**KITCHELL | BRJ**

**Monday, June 27, 2016 1:00 PM  
 San Bernardino Community College District  
 San Bernardino Community College District - HVAC Renovation Project  
 Unofficial Results**

	Mandatory Pre Bid Attendee Contractors	City	Bid Bond Y/N	Addenda (1) Noted Y/N	Addenda (2) Noted Y/N	Addenda (3) Noted Y/N	Base Bid	Allowance	Total
1	Los Angeles Air Conditioning, Inc.	La Verne, CA	Y	N/A	N/A	N/A	\$126,050.00	\$10,000.00	<b>\$136,050.00</b>
2	Allison Mechanical, Inc.	Redlands, CA	Y	N/A	N/A	N/A	\$234,530.00	\$10,000.00	<b>\$244,530.00</b>
3	Arrowhead Mechanical, Inc.	San Bernardino, CA	Y	N/A	N/A	N/A	\$172,800.00	\$10,000.00	<b>\$182,800.00</b>
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6									
7									
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<b>Lowest Proposal</b>									
1	Los Angeles Air Conditioning, Inc.	La Verne, CA	Y	N/A	N/A	N/A	\$126,050.00	\$10,000.00	<b>\$136,050.00</b>
2	Arrowhead Mechanical, Inc.	San Bernardino, CA	Y	N/A	N/A	N/A	\$172,800.00	\$10,000.00	<b>\$182,800.00</b>
3	Allison Mechanical, Inc.	Redlands, CA	Y	N/A	N/A	N/A	\$234,530.00	\$10,000.00	<b>\$244,530.00</b>



**"Exhibit A"** San Bernardino Community College District Office  
HVAC Renovation Project

GENERAL SITE PLAN  
SCALE: 1"=20'-0"



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assistant

**DATE:** July 14, 2016

**SUBJECT:** Consideration of Approval to Accept Board Policies for Final Approval

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the list of Board Policies. The Administrative Procedures are for information only.

BP 1100 The San Bernardino CCD; BP 2010 Board Membership; BP 3225 Awards; BP/AP 3225 Institutional Effectiveness; BP/AP 3501 Campus Security and Access; BP 3540 Sexual and Other Assaults on Campus; AP 3820 Gifts and Donations; BP 4020 Program, Curriculum, and Course Development; BP/AP 4300 Field Trips & Excursions; BP 5205 Student Accident Insurance; BP/AP 6150 Designation of Authorized Signatures; BP 6200 Budget Preparation; BP/AP 6320 Investments; AP 6740 Citizens' Oversight Committee; BP 6800 Occupational Safety

### **ANALYSIS**

The changes to the APs and BPs were submitted for First Reading on June 9, 2016.

### **BOARD IMPERATIVE**

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

None.



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**San Bernardino Community College District**  
**Board Policy**  
Chapter 1 – The District

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**BP 1100 THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

*(Replaces SBCCD BP 1000)*

The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410
- Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399
- Technology and Educational Support Services  
1289 Bryn Mawr Avenue, Suite B  
Redlands, CA 92374
- District Office and Professional Development Center  
114 S. Del Rosa Drive  
San Bernardino, CA 92408
- Economic Development and Corporate Training  
114 S. Del Rosa Drive  
San Bernardino, CA 92408
- KVCR TV-FM  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410

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The District holds classes and conducts programs at its campus locations and other off-campus sites.

**References:** Education Code Section 72000(b);  
~~Elections Code Section 18304~~

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**Adopted:** 1/11/01  
**Revised:** 4/8/04; 7/10/14

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## COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 1100	Legal Update #28 – 4/7/16	<b>BP 1100 The [Name] Community College District</b> – This policy was updated to delete an outdated reference to Education Code Section 18304	

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San Bernardino Community College District  
Board Policy  
Chapter 2 – Board of Trustees

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**BP 2010 BOARD MEMBERSHIP**

*(Replaces current SBCCD BP 2050)*

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

Also see BP 2100 titled Board Elections

**References:** Education Code Sections 72023, 72103, and 72104;  
ACCJC Accreditation Standard IV.C.6

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**Adopted: 7/10/08**

**Revised: 3/12/15, 6/11/15**

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## COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 2010	Legal Update #28 – 4/7/16	<b>BP 2010 Board Membership</b> – This policy was updated to include the restriction in Education Code Section 72104 that precludes members of the governing board from serving on the governing body of a high school district with coterminous boundaries with the community college district.	

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3225 INSTITUTIONAL EFFECTIVENESS**

*(NEW POLICY)*

Note: This policy is legally advised for those districts that receive funds under the Seymour Campbell Student Success Act of 2012, Education Code Sections 78210 et seq.

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines. The Chancellor shall ensure that the specified institutional effectiveness goals are established and shall inform the Board about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.

**References:** Education Code Sections 78210 et seq., and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

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**Approved:**

**Revised:**

## Comments

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
<u>BP 3225</u>	<u>3/25/16 - Institutional Effectiveness &amp; Research</u>	<p><u>Strike 13-15 and last sentence in line 18.</u></p> <p><u>Add: The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines. The Chancellor shall ensure that the specified institutional effectiveness goals are established and shall inform the Board about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.</u></p>	<u>5/3/16 – DA agreed.</u>

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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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**AP 3225 INSTITUTIONAL EFFECTIVENESS**

*(NEW PROCEDURE)*

**NOTE:** This procedure is legally advised for this districts that receive funds under the Seymour-Campbell Student Success Act of 2012, Education Code Section 78210, et seq.

As specified in BP 3225, Each each college in the District ~~for in single college districts:~~ The District shall is required to collaboratively develop, adopt, and publicly post measurable goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines. The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

~~The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.~~

**References:** Education Code Sections 78210 et seq. and 84754.6;  
ACCJC Accreditation Standards I.B.5 – 9

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**Approved:**

**Revised:**



## Comments

BP or AP #	Representative group	COMMENT	RESPONSE
AP/BP 3225	Chancellor's Office – 6/23/15	We currently have BP 3225 Awards. This number should be changed to BP 3226 to allow for the League's new AP 3225 Institutional Effectiveness. We currently do not have an AP for Awards.	<u>5/3/16 – DA Agreed.</u>
<u>AP 3225</u>	<u>3/25/16 - Institutional Effectiveness &amp; Research</u>	<p><u>Lines 15-17: As specified in BP 3225, each college in the District is required to collaboratively develop, adopt, and publicly post measurable</u></p> <p><u>Add to the end of line 19: The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.</u></p> <p><u>Strike lines 26-28.</u></p>	<u>5/3/16 – DA agreed.</u>

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 32256 AWARDS**

(Replaces current SBCCD BP 3225)

❖ **From current SBCCD BP 3225 titled Awards**

**A. Authorization**

The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.

**B. Recognition**

Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.

**C. Approval**

The Chancellor or designee may approve such awards up to the limit \$200 per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.

**Reference:** Education Code Sections 78210 et seq., and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

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***NOTE:** This policy is unique to the San Bernardino CCD. The language in **black ink** is from the current SBCCD BP 3225 titled Awards approved on 4/8/04. The language in **blue ink** is included for consideration.*

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**Adopted:** 4/8/04

**Revised:**

## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP/BP 3225	Chancellor's Office – 6/23/15	We currently have BP 3225 Awards. This number should be changed to BP 3226 to allow for the League's new BP 3225 Institutional Effectiveness.	3/21/16 – Business Services agreed.  <a href="#">5/3/16 – DA agreed</a>

## Legal Citation for BP 3225

No specific references

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3501 CAMPUS SECURITY AND ACCESS**

**NOTE:** *The language in red ink is ~~legally required~~.*

The Chancellor shall establish procedures for security and access to District facilities.

**Reference:** 34 Code of Federal Regulations Part 668.46(b)(3)  
ACCJC Accreditation Standard III.B.1

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**NOTE:** *The ~~red ink~~ signifies language that is ~~legally required~~ and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

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**Adopted:**

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## COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 3501	3/21/16 – Police	No changes	5/3/16 – DA Agreed.

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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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AP 3501 CAMPUS SECURITY AND ACCESS

*NOTE: The language in red ink is **legally required**.*

During business hours, the District ~~excluding housing facilities, if applicable~~ will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all District facilities is by key, if issued, or by admittance via the District Police Department only ~~[District Police or Campus Security] [if District has on-campus housing facilities, add the following: “or housing staff”]~~. In the case of periods of extended closing, the District will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic will have regular periodic security surveys. Administrators from the District Police Department/Environmental Health & Safety, and Maintenance Supervisors, ~~-[Chief Student Services Officer], [list other applicable departments]~~, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the District Police Department/Environmental Health & Safety, ~~-[Campus or District Facilities Maintenance Officer, Campus Security Officer or Chief of District Police, and if the District has on-campus housing add: Chief Student Services Officer]~~ and Maintenance staff shall meet to discuss campus security and access issues of pressing concern.

Reference: 34 Code of Federal Regulations Section 668.46(b)(3)  
ACCJC Accreditation Standard III.B.1

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*NOTE: The red ink signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore).*

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Approved:

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### COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3501	3/21/16 - POLICE	LINE 17 <i>District Police Department ONLY</i> . LINE 24 District Police Department/Environmental Health & Safety, and Maintenance Supervisors LINE 28 District Police Department/Environmental Health & Safety, and Maintenance	5/3/16 – DA Agreed.

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS**

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7, AND 67386 and 34 Code of Federal Regulations Section 668.46.

**References:** Education Code Sections 67382, 67385, and 67386;  
20 U.S. Code Section 1092(f);  
34 Code of Federal Regulations Section 668.46(b)(11)

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**Adopted:** 6/11/15

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## COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 3540	5/3/16 – DA Agreed.		

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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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**AP 3820 GIFTS AND DONATIONS**

~~The Board shall consider all gifts, donations and bequests made to the District. The Board reserves the right to refuse to accept any gift which does not contribute toward the goals of the District, or the ownership of which would have the potential to deplete resources of the District.~~

~~The District shall assume no responsibility for appraising the value of gifts made to the District.~~

~~Acceptance of a gift shall not be considered endorsement by the District of a product, enterprise or entity.~~

~~In no event shall the District accept a donation from any donor who engages in practices or policies which discriminate against any person on the basis of nationality, religion, age, gender, gender identity, gender expression, race or ethnicity, medical condition, genetic information, ancestry, sexual orientation, marital status, military or veteran status, or physical or mental disability; or when the stated purposes of the donation are to facilitate such discrimination in providing educational opportunity.~~

1. When gifts or donations are identified, the appropriate manager of the area to receive the gift must document its request in a memorandum to the College President or Chancellor. The memorandum should specify: the item or dollar amount being donated; the Division or Department receiving the donation; the use or purpose of the donation; the name and address of the donor; and, the estimated value of the donation.
  
2. If the College President or Chancellor approves acceptance of the donation, a board agenda item to consider the approval of the donation should be created and placed on the agenda of a meeting of the Board of Trustees. All gifts and donations will be evaluated in terms of value to the programs and services of the District. An evaluation will be made of the cost of receiving the gift, including but not limited to, transportation, installation, maintenance, space utilization, and insurance.

- 41        3. Donations estimated to be valued at less than \$200, should be collectively forwarded to  
42        the Board of Trustees annually.
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- 44        4. Once approved by the Board, a thank you and acknowledgement letter should be sent  
45        to the donor from the President, Chancellor, or designee. No dollar value shall be  
46        indicated for in-kind gifts.
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- 48        5. Gifts to the college foundations must be accepted, processed, and acknowledged in  
49        accordance with legal requirements and procedures established by the foundation  
50        Board of Directors.
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- 52        6. Donations should be recorded in the District’s general ledger and capital assets system,  
53        if applicable. Each campus or District site shall document and maintain records of all  
54        donations.

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**Reference: Education Code Section 72122**

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*~~NOTE: The red ink signifies language that is recommended and suggested as good practice by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).~~*

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**Approved:**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3820	3/10/16 – Business Services	Line 9 add: AND DONATIONS Delete lines 11-27 as this is included in the BP. Add Items #1-#6 to reflect current process.	<a href="#">5/3/16 – DA Agreed.</a>

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**San Bernardino Community College District**  
**Board Policy**  
Chapter 4 – Academic Affairs

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**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

*(Replaces current SBCCD BP 4020)*

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- consideration of job market and other related information for career and technical education programs.

All new programs and program ~~deletions~~ discontinuances shall be approved by the Board of Trustees.

All new programs shall be submitted to the California Community College Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

**Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.

The Chancellor shall establish procedures:

- which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

- 44 • to assure that curriculum at the District complies with the definition of “credit  
45 hour” or “clock hour,” where applicable.  
46 • for using a clock-to-credit hour conversion formula to determine whether a credit  
47 hour program is eligible for federal financial aid. The conversion formula is used  
48 to determine whether such a credit hour program has an appropriate minimum  
49 number of clock hours of instruction for each credit hour it claims.  
50

51 **References:** Education Code Sections 70901(b), 70902(b), and 78016;  
52 Title 5 Sections 51000, 51022, 55100, 55130 and 55150;  
53 U.S. Department of Education regulations on the Integrity of Federal  
54 Student Financial Aid Programs under Title IV of the Higher Education Act  
55 of 1965, as amended;  
56 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and  
57 668.8;  
58 ACCJC Accreditation Standards II.A and II.A.9  
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**Adopted: 5/13/04**

**Revised: 4/9/09, 10/9/14, 12/11/14**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 4020	Legal Update #28 – 4/7/16	<b>BP 4020 Program, Curriculum, and Course Development</b> – This policy was updated to change the word “deletions” to “discontinuances” to maintain consistency in terminology throughout this policy	<a href="#">5/3/16 – DA Agreed.</a>

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San Bernardino Community College District  
Board Policy  
Chapter 4 – Academic Affairs

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**BP 4300 FIELD TRIPS AND EXCURSIONS**

(Replaces current SBCCD BP 4300)

~~**NOTE:** The language in current SBCCD BP 4300 reflects the legally required information.~~

~~❖ From current SBCCD BP 4300 titled Field Trips and Excursions~~

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

**Reference:** Title 5, Section 55220

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~~**NOTE:** The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 4300 titled Field Trips and Excursions approved on 4/8/04 and revised on 4/9/09. The language in blue ink is included for consideration.~~

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**Adopted:** 4/8/04

**Revised:** 4/9/09, \_\_\_\_\_

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# COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 4300	Business Services 2/10/15	Line 25; addition for clarification and one Correction	<a href="#">5/3/16 – DA Agreed.</a>
BP 4300	Business Services 2/10/15	Line 23; added for clarification	<a href="#">5/3/16 – DA Agreed.</a>
BP 4300	Business Services 2/10/15	Line 25; added to be compliant with Title 5; Section 55220; section 145	<a href="#">5/3/16 – DA Agreed.</a>
BP4300	<a href="#">3/23/16</a> - Denise Allen-Hoyt	No changes needed – fine as is	<a href="#">5/3/16 – DA Agreed.</a>

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San Bernardino Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs

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## AP 4300 FIELD TRIPS AND EXCURSIONS

(Replaces current SBCCD AP 4300)

*~~NOTE: The following procedure is legally advised. Local practice may be inserted, which should address the following concepts.~~*

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the ~~[designated position]~~the Chancellor or designee, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The District may provide supervision of students involved in field trips or excursions by academic employees of the district.

~~❖ From current SBCCD AP 4300 titled Field Trips and Excursions~~

### A. Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the

44 activity. Any overnight trip, in excess of \$500 total cost, or any trip involving cost  
45 for student meals must be approved by the College President.

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47 **B. Expenditure of Funds**

48  
49 The approval request shall include any anticipated expenditure of funds for  
50 lodging, food, transportation, or activity fees. The District may pay expenses of  
51 instructors, chaperones, and other personnel participating in a field trip or  
52 excursion. Payment shall be by way of itemized reimbursement in a form  
53 prescribed by the the Chancellor or designee [designate position]. The District  
54 may pay for expenses of students participating in a field trip or excursion with  
55 auxiliary, grant, or categorical program funds if the funds are used consistently  
56 with the funding source. Usual and customary travel expenses for authorized  
57 District personnel may be provided. Expenditures shall be approved only after  
58 an approved trip request is submitted with a Purchase Requisition, and if that  
59 amount has been budgeted and sufficient funds remain in the account to cover  
60 the claim.

61  
62 No student shall be prevented from making a field trip or excursion which is  
63 integral to the completion of a course because of lack of sufficient funds. The  
64 District shall coordinate efforts of community services groups to provide funds for  
65 students in need of them.

66  
67 **C. Accountability**

68  
69 When transportation is provided, the individual responsible for the field trip shall  
70 leave a list of all participants, including students and employees who are on the  
71 trip, where it can easily be found in case of an emergency.

72  
73 **D. Transportation**

74  
75 1. Students shall be transported in commercially procured transportation  
76 whenever possible. Van size is limited to no larger than the 10-passenger  
77 size as defined in California Vehicle Code. Commercial bus lines must have  
78 on file a certificate of insurance with the Office of Risk Management prior to  
79 the commencement of the trip naming the District as "additional insured."  
80 Transportation requiring rental of van(s) or bus(s) must have a contract. The  
81 contract must be signed by a Board approved authorized signer fourteen (14)  
82 calendar days prior to the day of travel.

83 (See AR [AP 6340](#) [titled](#) Contracts)

84  
85 2. If rented vans or automobiles are used, each driver must be a District  
86 employee, be registered on the Approved Drivers' List and have the  
87 appropriate class of driver's license to operate the intended vehicle. No  
88 student is authorized to drive any vehicle on District business. District

89 insurance provides primary liability coverage for rented vehicles and  
90 secondary coverage for property damage coverage.

91  
92 3. If funds are not available for transportation, students may provide their own  
93 transportation. In such cases students should be asked to meet at the site at  
94 a specified time. Car caravans are not appropriate.

95  
96 4. No employee shall transport any student in his/her private vehicle on college  
97 business.

98  
99 **E. Liability**

100  
101 All persons making a field trip or excursion shall be deemed to have waived all  
102 claims against the District for injury, accident, illness, or death occurring during or  
103 by reason of the field trip or excursion. All adults taking such trips and all parents  
104 or guardians of minor students shall sign a statement waiving such claims.

105  
106 **Reference:** Title 5, Section 55220

107  
108  
109 ~~*NOTE: The red ink signifies language that is legally advised and recommended by the Policy and*~~  
110 ~~*Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from*~~  
111 ~~*the current SBCCD AP 4300 titled Field Trips and Excursions approved in 2/09. The language in blue*~~  
112 ~~*ink is included for consideration.*~~  
113

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114 **Approved:** 2/09  
**Revised:**

## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
<i>AP 4300</i>	Manager SBVC – 3/19/15	Just want to make sure that classified can be chaperones as well as faculty. Our grant hired a student services specialist II and she should be able to chaperone a field trip.	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	SBVC VPSS 3/18/15	Line 33... Add new section Chaperones. Add language about who can be a chaperone. There is no language listed in the actual BP/AP or Educational Code that prevents classified staff from being chaperones. however in my area there is a belief that classified staff cannot be chaperones. This presents for offices such as EOPS, STAR, FYE, Student Life and others that have limited staff and/or classified coordinators. I am proposing a statement that explains that faculty, staff and administrators can serve as chaperones on field trips. However, in my area there is a belief that classified staff cannot be chaperones. This presents problems for offices such as EOPS, STAR, FYE, Student Life and others that have limited staff and/or classified coordinators. I am proposing a statement that explains that faculty, staff and administrators can serve as chaperones on field trips.	<a href="#">5/3/16 – DA Agreed.</a>  <u>Per Ed Code, the additional text was added to the AP on line 34-35:</u> <b>The District may provide supervision of students involved in field trips or excursions by academic employees of the district.</b>
<i>AP 4300</i>	SBVC Vice Presidents	The district should consider allowing select classified staff (activities coordinator, etc.) serve as chaperones on field trips. Staff in student life and EOPS should be allowed to attend field trips in place of faculty. Suggest adding classified staff to AP.	<a href="#">5/3/16 – DA Agreed.</a>
<i>AP &amp; BP 4300</i>  <i>Response to above from SBVC Vice President</i>	Business Services 2/10/15	Per Education Code 55220 and 87001, only certificated employees can chaperone. A classified employee can attend by per CSEA Agreement the must be paid and this would include overtime. Under the “Fair Labor Standards Act” public sector employers may not allow their <u>employees to volunteer</u> , without compensation. Documentation is available upon request.	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Risk Management 2/10/15	Lines 16-36: added in order to be compliant with Title 5; Section 55220	<a href="#">5/3/16 – DA Agreed.</a>

BP or AP #	Representative group	COMMENT	RESPONSE
AP 4300	Risk Management 2/10/15	Lines 46-50; added to be compliant with insurance requirements	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Business Services 2/10/15	Lines 55-61; added for clarification	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Business Services 2/10/15	Lines 66-68; wording changed for clarification	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Business Services 2/10/15	Lines 82-83; added for clarification	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Business Services 2/10/15	Lines 106-108 added for Clarification	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Risk Management 2/10/15	Lines 113-117 added to be compliant with insurance requirements	<a href="#">5/3/16 – DA Agreed.</a>
AP 4300	Business Services 2/10/15	Line 126: Add additional Ed code section	<a href="#">5/3/16 – DA Agreed.</a>
<a href="#">AP 4300</a>	<a href="#">3/23/16 – Denise Allen-Hoyt</a>	<a href="#">No changes needed expect for in lines 25 and 49 the phrase <b>[designated position]</b> needs to be replaced with the title of the district person responsible for overseeing each as approp. Line 25 may be <b>the chancellor</b>, while line 49 may be <b>the vice chancellor of fiscal.</b></a>	<a href="#">5/3/16 – DA Agreed.</a>
<a href="#">AP 4300</a>	<a href="#">3/25/16 – Business Services</a>	<a href="#">Lines 25 and 50 to insert <i>the Chancellor or designee</i></a>	<a href="#">5/3/16 – DA Agreed.</a>

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San Bernardino Community College District  
Board Policy  
Chapter 5 – Student Services

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**BP 5205 STUDENT ACCIDENT INSURANCE**

*(Replaces current SBCCD BP 5205)*

*~~NOTE: The language in current SBCCD BP 5205 parallels the language recommended by the Policy and Procedure Service.~~*

~~❖ From current SBCCD BP 5205 titled Student Health and Accident Insurance~~

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

**Reference:** Education Code Section 72506

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~~NOTE: This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 5205 titled Student Health and Accident Insurance adopted on 6/10/04.~~

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**Adopted: 6/10/04**

**Revised:**



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## COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
<a href="#">BP 5205</a>	3/17/16 – SBVC VP Student Services	No change	5/3/16 – DA Agreed.
	3/23/16 – CHC VP Student Services	No change	5/3/16 – DA Agreed.

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

*(Replaces current SBCCD BP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents prior to ratification. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year.

Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools.

~~Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and other officers appointed by the Chancellor.~~

~~The authorized signatures shall be filed with the San Bernardino County Superintendent of Schools.~~

**Authorized Signatures**

~~The President, Vice-President, and Clerk of the Board (in case of the President's absence), the Chancellor, and the Vice-Chancellor of Fiscal Services are authorized to sign contracts, documents, and reports on behalf of the Board after approval of such items by the Board.~~

~~The President, Vice-President, and Clerk of the Board (in case of the President's absence), the Chancellor, and the Vice-Chancellor of Fiscal Services are authorized to sign documents and reports as required, orders and other transactions, and to sign notices of employment for academic employees who are employed for more than sixty (60) percent of a full load.~~

~~The Board of Trustees may delegate by Board action the authorization of management and confidential staff or classified staff in administrative services to sign checks and accounts of the District. This authorization will be reviewed annually.~~

45 ~~The authorized signatures shall be filed with the San Bernardino County Superintendent~~  
46 ~~of Schools.~~

47

48 **References:** Education Code Sections 70902(d), 72400, 85232, and 85233

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**Adopted: 1/11/01**

**Revised: 4/8/04, 6/11/15**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 6150	Business & Fiscal Services	<p>Updated language in lines 12-23 to match AP 6150:  <u><i>“The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees. In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents prior to ratification. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools.”</i></u></p>	5/3/16 – DA Agreed.
		<p>Deleted old language (lines 24-47):  <del><i>“Authority to sign orders and other transactions on behalf of the Board of Trustees is delegated to the Chancellor and other officers appointed by the Chancellor. The authorized signatures shall be filed with the San Bernardino County Superintendent of Schools. Authorized Signatures The President, Vice-President, and Clerk of the Board (in case of the President’s absence), the Chancellor, and the Vice-Chancellor of Fiscal Services are authorized to sign contracts, documents, and reports on behalf of the Board after approval of such items by the Board. The President, Vice-President, and Clerk of the Board (in case of the President’s absence), the Chancellor, and the Vice-Chancellor of Fiscal Services are authorized to sign documents and reports as required, orders and other transactions, and to sign notices of employment for academic employees who are employed for more than sixty (60) percent of a full load. The Board of Trustees may delegate by Board action the authorization of management and confidential staff or classified staff in administrative services to sign checks and accounts of the District. This authorization will be reviewed annually. The authorized signatures shall be filed with the San Bernardino County Superintendent of Schools.”</i></del></p>	5/3/16 – DA Agreed.

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6150 DESIGNATION OF AUTHORIZED SIGNATURES**

*(Replaces current SBCCD AP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents prior to ratification. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year.

Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools.

~~The Vice Chancellor, Business & Fiscal Services will withhold approval of District warrants when:~~

- ~~• Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.~~
- ~~• Established procedures have not been followed to permit verification of authenticity of the expenditure.~~

References: Education Code Sections 85232 and 85233

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**Approved: 4/04**  
**Revised: 5/14/15**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 6150 Designation of Authorized Signatures	3/25/16 - Business & Fiscal Services	Lines 25-31 – Delete language related to operating procedures: <del>“The Vice Chancellor, Business &amp; Fiscal Services will withhold approval of District warrants when: •Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted. •Established procedures have not been followed to permit verification of authenticity of the expenditure.”</del>	5/3/16 – DA Agreed.

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Services

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**BP 6200 BUDGET PREPARATION**

*(Replaces current SBCCD BP 6200)*

~~Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) revised this policy to remove the definition of the District's unrestricted general reserves. This language was moved to BP 6250 as it is more appropriately related to that policy.  
(see the gray shaded language below)~~

~~❖ From current SBCCD BP 6200 titled Budget Preparation~~

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the ~~District's~~ SBCCD's strategic and enrollment management master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board ~~by January of~~ each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget.
- Unrestricted general reserves shall be no less than the prudent reserve defined by the State Chancellor's Office and board budget priorities. ~~5%.~~
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address both long- and short-term goals, and commitments, and strategic directions.

**References:** Education Code Section 70902(b)(5);

44 Title 5 Sections 58300 et seq.;  
45 ACCJC Accreditation Standard III.D

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48 ***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and*  
49 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from*  
50 *current SBCCD BP 6200 titled Budget Preparation adopted on 9/9/04. The language in **green ink** was*  
51 *recommended by Fiscal Services and the Chancellor's Office on 2/24/14.*  
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**Adopted: 9/9/04**

**Revised:**

53  
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## COMMENTS

56

BP or AP #	Representative group	COMMENT	RESPONSE
BP 6200 – Budget Preparation	<a href="#">3/25/16 - Business &amp; Fiscal Services</a>	Lines 12-19 – Delete notes from Community College League of California (CCLC): <i>“Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) revised this policy to remove the definition of the District’s unrestricted general reserves. This language was moved to BP 6250 as it is more appropriately related to that policy. (see the gray shaded language below) From current SBCCD BP 6200 titled Budget Preparation”</i>	<a href="#">5/3/16 – DA Agreed.</a>
BP 6200	CHC Budget Committee – 2/24/15	Line 28 – <i>“The annual budget shall support the District’s master and educational plans. SBCCD’s strategic and enrollment management plans.”</i>	Business Services is OK with AP/BP 3/31/15. <a href="#">5/3/16 – DA Agreed.</a>
BP 6200 – Budget Preparation	<a href="#">3/25/16 - Business &amp; Fiscal Services</a> <del>Business &amp; Fiscal Services</del>	Lines 32 – Delete calendar language; it is included in in AP 6200: <i>“by January of”</i>	<a href="#">5/3/16 – DA Agreed.</a>
BP 6200 – Budget Preparation	CCLC	Lines 35-36 – Language updated to retain current CCCCO directions: <i>“than the prudent reserve defined by the State Chancellor’s Office and board budget priorities 5%.”</i>	<a href="#">5/3/16 – DA Agreed.</a>
BP 6200	CHC Budget Committee – 2/24/15	Line 39 – Language modified to be more descriptive: <i>“...address both long-term and short-term goals, <del>and</del> commitments, and strategic directions.”</i>	Business Services is OK with AP/BP 3/31/15. <a href="#">5/3/16 – DA Agreed.</a>

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6320 INVESTMENTS**

*(Replaces current SBCCD BP 6320)*

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by of the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to Education Code Section 84030. Investments shall be in accordance with law, including California Government Code Sections 53600 et seq. which states:

*“The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.”*

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish

44 written procedures for the operation of the investment program, consistent with applicable  
45 law and this Policy, may be delegated at the discretion of the Chancellor.

46  
47 District funds may be invested in any of the following:

48  
49 1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government*  
50 *Code* Section 53651, namely:

51  
52 (a) United States Treasury notes, bonds, bills or certificates of indebtedness, or  
53 obligations for which the faith and credit of the United States are pledged for the  
54 payment of principal and interest, including the guaranteed portions of small  
55 business administration loans, so long as the loans are obligations for which the  
56 faith and credit of the United States are pledged for the payment of principal and  
57 interest.

58  
59 (b) Notes or bonds or any obligations of a local public agency, or any obligations of a  
60 public housing agency for which the faith and credit of the United States are  
61 pledged for the payment of principal and interest.

62  
63 (c) Bonds of California or of any local agency or district of the State of California having  
64 the power, without limit as to rate or amount, to levy taxes or assessments to pay  
65 the principal and interest of the bonds upon all property within its boundaries  
66 subject to taxation or assessment by the local agency or district, and in addition,  
67 limited obligation bonds pursuant to Government Code Sections 50665 et seq.;  
68 senior obligation bonds pursuant to Government Code Sections 53387 et seq.;  
69 and revenue bonds and other obligations payable solely out of the revenues from  
70 a revenue-producing property owned, controlled, or operated by the state, local  
71 agency or district, or by a department, board, agency, or authority thereof.

72  
73 (e) Registered warrants of California.

74  
75 (g) Notes, tax anticipation warrants, or other evidence of indebtedness issued  
76 pursuant to Government Code Sections 53820 et seq.

77  
78 (h) State of California notes.

79  
80 (n) Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit  
81 corporation issued to finance the construction of a school building pursuant to a  
82 lease or agreement with a school district entered into in compliance with the  
83 provisions of Education Code Sections 39315 or 81345, and also any bonds,  
84 notes, warrants, or other evidences of indebtedness issued to refinance those  
85 bonds, notes, warrants, or other evidences of indebtedness, as specified in  
86 Education Code Section 39317.

87  
88 2. Local Agency Investment Fund with the Treasurer's Office of the State of California.  
89

90 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant  
91 to Government Code Section 53635.2.

92  
93 4. San Bernardino County Treasurer's Office, whenever required by law.

94  
95 Pursuant to Government Code Section 53646, District funds shall be invested with the  
96 judgment and care which persons of prudence, discretion, and intelligence exercise in  
97 management of their own affairs, not for speculation, but for investment, considering the  
98 probable safety of capital as well as the probable income to be derived. The standard of  
99 prudence to be used by investment officials shall be the "prudent person" standard and  
100 shall be applied in the context of managing an overall portfolio. Investment officers acting  
101 in accordance with written procedures, and investment policy and exercising due  
102 diligence shall be relieved of personal responsibility of an individual security's credit risk  
103 or market price changes, provided deviations from expectations are reported in a timely  
104 fashion and appropriate action is taken to control adverse developments.

105  
106 The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly  
107 investment portfolio status report to the Board of Trustees. Said report shall detail:

- 108
- 109 • Investment types
- 110 • Names of issuers
- 111 • Maturity dates
- 112 • Par and dollar amounts invested in each security, investment, and money
- 113 • Weighted average maturity of investments
- 114 • Any funds being managed by contracted parties
- 115 • Market value as of date of report and source of valuation
- 116 • Description of compliance with investment policy
- 117 • Current market value of funds managed by a consultant

118  
119 The primary objectives of the District's investment activities shall be:

#### 120 121 1. SAFETY

122  
123 Safety of principal shall be the foremost objective of the investment program. Investments  
124 of the District shall be undertaken in a manner that seeks to ensure the preservation of  
125 capital in the overall portfolio. To obtain this objective, diversification is required so that  
126 potential losses on individual securities do not exceed income generated from the  
127 remainder of the portfolio.

#### 128 129 2. LIQUIDITY

130  
131 The District's investment portfolio shall remain sufficiently liquid to meet all operating  
132 requirements, which may reasonably be anticipated.

#### 133 134 3. RETURN ON INVESTMENT

136 The District's investment portfolio shall be structured with the objective of attaining a rate  
137 of return throughout budgetary and economic cycles, commensurate with investment risk  
138 constraints and cash flow characteristics of the portfolio.

139

140

141

142 References: Education Code Sections 39315, 39317, 81345, 84030; Government  
143 Code Sections 50665 et seq., 53387 et seq., 53600 et seq., 53635.2, 53464, 53651,  
144 53820

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**Adopted: 1/17/13**  
**Revised: 2/19/15**

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## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 6320 Investments	3/25/16 - Vice Chancellor of Business & Fiscal Services	Lines 9-144 – All changes in this document are based on 2016 legal review of investment policy by Burke, Williams & Sorensen.	5/3/16 – DA Agreed.

151  
152

San Bernardino Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Affairs

**AP 6320 INVESTMENTS**

*(Replaces current SBCCD AP 6320)*

Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) revised the types of permissible investments in compliance with recent changes in the law.  
(see the gray shaded language)

**NOTE:** *It is legally required to have procedures on investments. Local practice may be inserted. The following language in red ink is an example that complies with requirements.*

The [designate position] is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- 43 • ~~County Treasurer's Investment Pool~~ - Investment of District funds may be  
44 delegated to the County Treasurer. In accordance with county procedures, District  
45 funds may be pooled with other local agencies and invested by the County  
46 Treasurer in accordance with the investment guidelines specified by Government  
47 Code Section 53635 and investment policies adopted by the County Board of  
48 Supervisors.
- 49 • ~~State's Local Agency Investment Fund~~ (Government Code Sections 16429.1-  
50 16429.3) - District funds not required for immediate needs of the District may be  
51 remitted to the State Local Agency Investment Fund (LAIF) for the purpose of  
52 investment (Government Code Section 16429.1). District funds deposited with the  
53 LAIF shall be invested by the State Treasurer in securities prescribed by  
54 Government Code Section 16430, or the Surplus Money Investment Fund and as  
55 determined by the Local Investment Advisory Board (Government Code Section  
56 16429.2).
- 57 • ~~Other Investments~~ - Other investments as permitted by Government Code  
58 Sections 53600 et seq., and in particular Government Code Sections 53601,  
59 53601.8, 53635, and 53635.8, may be made by **[designated District officials]**  
60 subject to prior approval of the Board of Trustees. *(Note: Government Code  
61 Sections 53601, 53601.8, and 53605, and 53635.8 permit many very specific  
62 investments. Questions should be referred to financial advisors or legal counsel.)*

63  
64  
65 ❖ **From current SBCCD AP 6320 titled Investments**

66  
67 **A. INTENT**

68 It is the policy of the San Bernardino Community College ~~The District~~ to ~~shall~~ invest  
69 public funds in a manner providing the highest investment return with the maximum  
70 security while meeting the daily cash flow demands of the ~~D~~district and conforming  
71 to all applicable federal, California state, and local laws governing the investment  
72 of public funds.

73  
74 **B. SCOPE**

75 This policy applies to all funds of the San Bernardino Community College District  
76 accounted for in the Comprehensive Annual Financial Report including General,  
77 Special Revenue, Capital Projects, Enterprise, Internal Service, and Trust funds.

78  
79 All funds of the San Bernardino Community College District deposited with the  
80 San Bernardino County Treasurer shall be invested in accordance with Government  
81 Code Section 27000.5, in accordance with Board Policy 6320, ~~the investment policy~~  
82 ~~developed pursuant to Government Code Section 27133~~, and under the direction of  
83 San Bernardino County's investment Advisory Committee.

- 84  
85 1. Pursuant to Government Code Section 53646, all other funds of the San  
86 Bernardino Community College District shall be invested pursuant to the following  
87 guidelines.  
88



89 **C. PRUDENCE**

90 ~~Investments shall be made with judgment and care which persons of prudence,~~  
91 ~~discretion and intelligence exercise in management of their own affairs not for~~  
92 ~~speculation, but for investment, considering the probable safety of capital as well~~  
93 ~~as the probable income to be derived. The standard of prudence to be used by~~  
94 ~~investment officials shall be the “prudent person” standard and shall be applied in~~  
95 ~~the context of managing an overall portfolio. Investment officers acting in~~  
96 ~~accordance with written procedures, and investment policy and exercising due~~  
97 ~~diligence shall be relieved of personal responsibility of an individual security’s~~  
98 ~~credit risk or market price changes, provided deviations from expectations are~~  
99 ~~reported in a timely fashion and appropriate action is taken to control adverse~~  
100 ~~developments.~~

101  
102 **D. OBJECTIVE**

103 ~~The primary objectives of the San Bernardino Community College District~~  
104 ~~investment activities shall be:~~

105  
106 **1. SAFETY**

107 ~~Safety of principal shall be the foremost objective of the investment~~  
108 ~~program. Investments of the San Bernardino Community College District~~  
109 ~~shall be undertaken in a manner that seeks to ensure the preservation of~~  
110 ~~capital in the overall portfolio. To obtain this objective, diversification is~~  
111 ~~required so that potential losses on individual securities do not exceed~~  
112 ~~income generated from the remainder of the portfolio.~~

113  
114 **2. LIQUIDITY**

115 ~~The San Bernardino Community College District’s investment portfolio shall~~  
116 ~~remain sufficiently liquid to meet all operating requirements, which may~~  
117 ~~reasonably be anticipated.~~

118  
119 **3. RETURN ON INVESTMENT**

120 ~~The San Bernardino Community College District’s investment portfolio shall~~  
121 ~~be structured with the objective of attaining a rate of return throughout~~  
122 ~~budgetary and economic cycles, commensurate with investment risk~~  
123 ~~constraints and cash flow characteristics of the portfolio.~~

124  
125 **E. DELEGATION OF AUTHORITY**

126 ~~The authority to invest funds not deposited with the County Treasurer is granted~~  
127 ~~to the Chancellor and Board of Trustees. Authority to manage the investment~~  
128 ~~portfolio and establish written procedures for the operation of the investment~~  
129 ~~program consistent with applicable law and the San Bernardino Community~~  
130 ~~College District’s Investment Policy may be delegated at the discretion of the~~  
131 ~~Chancellor.~~

132  
133 **F. ETHICS AND CONFLICT OF INTEREST**

134 Officers and employees involved in the investment process shall refrain from personal  
135 business activity that may conflict with proper execution of the investment program, or  
136 which could impair their ability to make impartial investment decisions.

137  
138 **~~G. AUTHORIZED AND SUITABLE INVESTMENTS~~**

139 Funds invested by the San Bernardino Community College District shall be in the  
140 following instruments, under the parameters outlined in Government Code Sections  
141 53635, 53601, and 53631.5:

- 142  
143 • Negotiable Certificates of Deposit  
144 • Money Market Funds  
145 • Collateralized Bank Deposits  
146 • Time Deposits  
147 • County Pooled Investment Funds

148  
149 **~~H. PROHIBITED INVESTMENT~~**

150 Pursuant to Government Code Section 53601.6, funds of the San Bernardino  
151 Community College District shall not be invested in any of the following instruments:

- 152  
153 • Inverse Floaters  
154 • Range Notes  
155 • Interest Only Strips  
156 • Any Security That Could Result in ZERO INTEREST ACCRUAL

157  
158 **~~I. REPORTING~~**

159 ~~The Chancellor shall, pursuant to Government Code Section 53646, submit a~~  
160 ~~quarterly investment portfolio status report to the Board of Trustees. Said Report~~  
161 ~~shall detail:~~

162  
163 ~~Investment types~~  
164 ~~Names of Issuers~~  
165 ~~Maturity Dates~~  
166 ~~Par and Dollar Amounts Invested in Each Security, Investment and Money~~  
167 ~~Weighted Average Maturity of Investments~~  
168 ~~Any Funds Being Managed by Contracted Parties~~  
169 ~~Market Value as of Date of Report and Source of Valuation~~  
170 ~~Description of Compliance with Investment Policy~~  
171 ~~Current Market Value of Funds Managed by a Contract Party~~

172  
173 **~~J. POLICY ADOPTION~~**

174 ~~The San Bernardino Community College District's investment policy shall be~~  
175 ~~adopted annually by resolution of the Board of Trustees. The policy shall be~~  
176 ~~reviewed annually, and the Board of Trustees must approve any modifications~~  
177 ~~made hereto.~~

178  
179 **References:** [Government Code Sections 53600 et seq.](#)

180  
181  
182  
183  
184  
185  
186

---

*~~NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD AP 6320 titled Investments approved on 1/10/02. The language in **blue ink** is included for consideration.~~*

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**Approved: 1/10/02**  
**Revised:**

187  
188

189  
190

## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 6320 Investments	3/25/16 - Vice Chancellor of Business & Fiscal Services	Lines 10-177 – All changes in this document are based on 2016 legal review of investment policy by Burke, Williams & Sorensen.	5/3/16 – DA Agreed.

191  
192

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6740 CITIZENS' BOND OVERSIGHT COMMITTEE**

*(Replaces current SBCCD AP 6740)*

**A. Committee Established**

The Board of Trustees of the San Bernardino Community College District (the "Board") hereby establishes the Citizens' Oversight Committee (the "Committee") that shall have the duties and rights set forth in Bylaws (which can be found on the District Website). The Committee does not have independent legal capacity from the District.

**B. Purposes**

The purposes of the Committee are set forth in Proposition 39, and its Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, as set forth in Proposition 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "bond proceeds." The Committee shall confine itself specifically to bond proceeds generated under the Bond Measure. Regular and deferred maintenance projects and all monies generated under other sources shall fall outside the scope of the Committee's review.

**C. Duties**

To carry out its stated purposes, the Committee shall perform the duties set forth in Sections 3.1, 3.2 and 3.3 of its By-Laws and shall refrain from those activities set forth in Sections 3.4 and 3.5:

**D. Inform the Public**

45  
46 The Committee shall inform the public concerning the District's expenditure of bond  
47 proceeds. In fulfilling this duty, all official communications to either the Board or the  
48 public shall come from the Chair acting on behalf of the Committee. The Chair shall  
49 only release information that reflects the majority view of the Committee.  
50

## 51 **E. Review Expenditures**

52  
53 The Committee ~~may~~ shall review ~~quarterly~~ expenditure reports produced by the  
54 District to ensure that (a) bond proceeds ~~are~~ were expended only for the purposes set  
55 forth in the ballot measure; and (b) no bond proceeds ~~are~~ were used for any teacher  
56 or administrative salaries or other operating expenses in compliance with Attorney  
57 General Opinion 04-110, issued on November 9, 2004.  
58

## 59 **F. Annual Report**

60  
61 The Committee shall present to the Board, in public session, no later than March 31  
62 following each fiscal year, an annual written report which shall include the following:  
63

- 64 1. A statement indicating whether the District is in compliance with the  
65 requirements of Article IIIA, Section 1(b)(3) of the California Constitution; and  
66
- 67 2. A summary of the Committee's proceedings and activities for the preceding year.  
68

## 69 **G. Duties of the Board/Chancellor**

70  
71 Either the Board or the Chancellor, as the Board shall determine, shall have the  
72 following powers reserved to it, and the Committee shall have no jurisdiction over the  
73 following types of activities:

- 74 • Approval of ~~construction~~ contracts,
- 75 • Approval of ~~construction~~ change orders,
- 76 • Appropriation Expenditures of ~~construction bond~~ funds,
- 77 • Handling of all legal matters,
- 78 • Approval of ~~construction project~~ plans and schedules,
- 79 • Approval of Deferred Maintenance Plan, and
- 80 • Approval of the sale of bonds.  
81

## 82 **H. Authorized Activities**

83  
84 In order to perform the duties set forth in Section 3.0, the Committee may engage in  
85 the following authorized activities:  
86

- 87 1. Receive ~~and review~~ copies of the District's annual independent performance audit  
88 and annual independent financial audit, required by Prop 39 (Article XIII A of the  
89 California Constitution) (together, the "Audits") at the same time said Audits are  
90 submitted to the District, and review the Audits.

91  
92 2. Inspect ~~college-District~~ facilities and grounds for which bond proceeds have been  
93 or will be expended, in accordance with any access procedure established by the  
94 District's Vice Chancellor, Business & Fiscal Services.

95  
96 3. Review copies of deferred maintenance proposal or plans developed by the District.  
97

98 4. Review efforts by the District to maximize bond proceeds by implementing various  
99 cost-saving measures.

100  
101 5. Receive from the Board, within three months of the District receiving the Audits,  
102 responses to any and all findings, recommendations, and concerns addressed in the  
103 Audits, and review said responses.  
104

## 105 **I. Membership**

### 106 **1. Number.**

107  
108  
109 The Committee shall consist of a minimum of seven (7) members appointed by the  
110 Board of Trustees from a list of candidates submitting written applications, and based  
111 on criteria established by Proposition 39, to wit:  
112

- 113 • One (1) student enrolled and active in a community college support group, such  
114 as student government.
- 115 • One (1) member active in a business organization representing the business  
116 community located in the District.
- 117 • One (1) member active in a senior citizens' organization.
- 118 • One (1) member active in a bona-fide taxpayers association, which includes  
119 the League of Women Voters.
- 120 • One (1) member active in a support organization for the college, such as a  
121 foundation.
- 122 • Two (2) members of the community at-large.  
123

### 124 **2. Qualification Standards**

125  
126 To be a qualified person, he or she must be at least 18 years of age. The Committee  
127 may not include any employee, official of the District or any vendor, contractor or  
128 consultant of the District.  
129

### 130 **3. Ethics: Conflicts of Interest.**

131  
132 ~~By accepting appointment to the Committee, each member agrees to comply with~~  
133 ~~Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125)~~  
134 ~~of Division 4 of Title 1 of the Government Code and the Political Reform Act~~  
135 ~~(Government Code Sections 81000 et seq.), and to complete the Form 700 as~~

136 required by all "designated employees" of the District. Additionally, each member shall  
137 comply with the Committee Ethics Policy attached as "Attachment A" to these Bylaws.

138 (a) Members of the Committee are not subject to the Political Reform  
139 Act (Gov. Code §§ 81000 et seq.), and are not required to complete Form 700; but  
140 each member shall comply with the Committee Ethics Policy attached as  
141 "Attachment A" to these Bylaws.

142 (b) Pursuant to Section 35233 of the Education Code, the prohibitions  
143 contained in Article 4 (commencing with Section 1090) of Division 4 of Title 1 of  
144 the Government Code ("Article 4") and Article 4.7 (commencing with Section 1125)  
145 of Division 4 of Title 1 of the Government Code ("Article 4.7") are applicable to  
146 members of the Committee. Accordingly:

147 (i) Members of the Committee shall not be financially interested  
148 in any contract made by them in their official capacities or by the Committee,  
149 nor shall they be purchasers at any sale or vendors at any purchase made  
150 by them in their official capacity, all as prohibited by Article 4; and

151 (ii) Members of the Committee shall not engage in any  
152 employment, activity, or enterprise for compensation which is inconsistent,  
153 incompatible, in conflict with, or inimical to duties as a member of the  
154 Committee or with the duties, functions, or responsibilities of the Committee  
155 or the District. A member of the Committee shall not perform any work,  
156 service, or counsel for compensation where any part of his or her efforts will  
157 be subject to approval by any other officer, employee, board, or commission  
158 of the District's Board of Trustees, except as permitted under Article 4.7.

#### 159 **4. Term**

160  
161 Except as otherwise provided herein, each member shall serve a term of two (2) years,  
162 beginning ~~July 1~~ on the month immediately following the member's appointment by the  
163 Board. No member may serve more than ~~two~~ three (23) consecutive terms. At the  
164 Committee's first meeting, members will draw lots ~~or otherwise~~ to select a minimum of  
165 two members to serve for an initial one (1)-year term and the remaining members for  
166 an initial two (2) -year terms. Members whose terms have expired may continue to  
167 serve on the Committee until a successor has been appointed.

#### 168 169 **5. Appointment**

170  
171 Members of the Committee shall be appointed by the Board through the following  
172 process: (a) the District will advertise in the local newspapers, on its website, and in  
173 other customary forums, as well as solicit appropriate appropriate local groups will be  
174 solicited for applications; (b) the Chancellor or designee will review the applications;  
175 and (c) the Chancellor or designee will make recommendations to the Board.

#### 176 177 **6. Removal; Vacancy.**



179 The Board may remove any Committee member for any reason, including failure to  
180 attend two consecutive Committee meetings without reasonable excuse or for failure  
181 to comply with the Committee Ethics Policy. Upon a member's removal, his/ or her  
182 seat shall be declared vacant. The Board, in accordance with the established  
183 appointment process shall fill any vacancies on the Committee. The Board shall seek  
184 to fill vacancies within 90 days of the date of occurrence of a vacancy.

## 185 186 **7. Compensation**

187  
188 The Committee members shall not be compensated for their services.

## 189 190 **J. Authority of Members**

191  
192 1. Committee members shall not have the authority to direct staff of the District ~~unless~~  
193 ~~a majority of the members of the Committee have voted express authority to do so;~~  
194 ~~and~~

195  
196 2. Individual members of the Committee retain the right to address the Board, either  
197 on behalf of the Committee or as an individual;

198  
199 3. The Committee shall not establish sub-committees for any purpose; and

200  
201 4. The Committee shall have the right to request and receive copies of any public  
202 records relating to projects funded by the Prop P and Prop M.

## 203 204 **K. Meetings of the Committee**

### 205 206 **1. Regular Meetings.**

207  
208 The Committee is required to meet at least once a year including an annual organizational  
209 meeting to be held in November, but shall not hold regular meetings more frequently than  
210 quarterly. Special meetings can be called if necessary.

### 211 212 **2. Location.**

213  
214 All meetings shall be held within the San Bernardino Community College District, located  
215 in San Bernardino and Riverside Counties, California.

### 216 217 **3. Procedures.**

218  
219 All meetings shall be open to the public in accordance with the Ralph M. Brown Act,  
220 Government Code Sections 54950 et seq. Meetings shall be conducted according to  
221 such additional procedural rules as the Committee may adopt. A majority of the number  
222 of Committee members shall constitute a quorum for the transaction of any business  
223 except adjournment.

225 **4. District Support.**

226

227 The District shall provide to the Committee necessary technical and administrative  
228 assistance as follows:

229

230 a. Preparation of and posting of public notices as required by the Brown Act,  
231 ensuring that all notices to the public are provided in the same manner as notices  
232 regarding meetings of the District Board;

233

234 b. Provision of a meeting room, including any necessary audio/visual equipment;

235

236 c. Preparation and copies of any documentary meeting materials, such as agendas  
237 and reports; and

238

239 d. Retention of all Committee records, and providing public access to such records  
240 on an Internet website maintained by the District.

241

242 e. District staff and/or District consultants shall attend all Committee proceedings  
243 in order to report on the status of projects and the expenditures of bond proceeds.

244

245 f. No bond proceeds shall be used to provide District support to the Committee.

246

247 **L. Reports**

248

249 In addition to the Annual Report required in Section 3.23, the Committee may report  
250 to the Board at least semi-annually from time to time in order to advise the Board on  
251 the activities of the Committee. Such report shall be in writing and shall summarize  
252 the proceedings and activities conducted by the Committee.

253

254 **M. Officers**

255

256 The Chancellor shall appoint the initial Chair. Thereafter, the Committee shall elect a  
257 chair and a vice-chair who shall act as chair only when the chair is absent, ~~which~~  
258 ~~positions shall continue for two (2)-year terms. No person~~The Chair and Vice Chair  
259 shall serve in such capacities for a term of one year and may be re-elected by vote of  
260 a majority of the members of the Committee.~~as chair for more than two consecutive~~  
261 ~~terms.~~

262

263 **N. Amendment of Bylaws**

264

265 Any amendment to these Bylaws shall be approved by a ~~two-thirds~~majority vote of the  
266 ~~entire~~ Board.

267

268 **O. Termination**

269

270 The Committee shall automatically terminate and disband concurrently with the  
271 Committee's submission of the final Annual Report which reflects the final accounting  
272 of the expenditure of at the earlier of the date when (a) all bond proceeds are spent,  
273 or (b) all projects funded by bond proceeds are completed.

274  
275 **P. Conflict of Interest**

276  
277 A Committee member shall not make or influence a District decision related to: (1)  
278 any contract funded by bond proceeds, or (2) any construction project which will  
279 benefit the Committee member's outside employment, business, or a personal finance  
280 or benefit an immediate family member, such as a spouse, child, or parent.

281  
282 **Q. Outside Employment**

283  
284 A Committee member shall not use his/~~or~~ her authority over a particular matter to  
285 negotiate future employment with any person or organization that relates to: (1) any  
286 contract funded by bond proceeds, or (2) any construction project. A Committee  
287 member shall not make or influence a District decision related to any construction  
288 project involving the interest of a person with whom the member has an agreement  
289 concerning current or future employment, or remuneration of any kind. For a period  
290 of two (2) years after leaving the Committee, a former Committee member may not  
291 represent any person or organization for compensation in connection with any matter  
292 pending before the District that, as a Committee member, he/ ~~or~~ she participated in  
293 personally and substantially. Specifically, for a period of two (2) years after leaving  
294 the Committee, a former Committee member and the companies and businesses for  
295 which the member works shall be prohibited from contracting with the District with  
296 respect to: (1) bidding on projects funded by the bond proceeds; and (2) any  
297 construction project.

298  
299 **R. Commitment to Uphold Law**

300  
301 A Committee member shall uphold the federal and California Constitutions, the laws  
302 and regulations of the United States and the State of California (particularly the  
303 Education Code) and all other applicable government entities, and the policies,  
304 procedures, rules and regulations of the San Bernardino Community College District.

305  
306 **S. Commitment to District**

307  
308 A Committee member shall place the interests of the District above any personal or  
309 business interest of the member.

310  
311 **References:** Education Code Sections 15278, 15280 and 15282

312  

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**Approved: 9/4/04**  
**Revised: 5/14/15**

315  
316

## COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 6740	Legal Update #28 – 4/7/16	<b>AP 6740 Citizens' Oversight Committee</b> – This procedure was updated to change the number of consecutive terms an oversight committee member may serve from two to three terms.	5/3/16 – DA Agreed.

317  
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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6800** **OCCUPATIONAL SAFETY**

*(Replaces current SBCCD BP 6800)*

**NOTE:** *The language in current SBCCD BP 6800 parallels the language recommended by the Policy and Procedure Service.*

~~❖ From current SBCCD BP 6800 titled Safety~~

The Chancellor shall establish administrative procedures to ensure the safety of employees and students on District sites owned or operated property, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable Occupational Health and Safety Administration (OSHA) regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

**References:** [49 Code of Federal Regulations, Parts 40 and 655;](#)  
[Title 8 Section 3203;](#)  
[29 Code of Federal Regulations 1910.101 et seq.;](#)  
[Health & Safety Code Section 104420](#)

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45  
46  
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48  
49  
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~~*NOTE: The language in **red ink** is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6800 titled Safety with no adoption date. The language in **blue ink** is included for consideration.*~~

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**Adopted: no date**  
**Revised:**  
**Revised:**

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53

### COMMENTS

54

BP or AP #	Representative group	COMMENT	RESPONSE
BP 6800	3/21/16 – District Police Department	No changes	5/3/16 – DA Agreed.

55

56

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Consideration of Approval to Establish a Standing Board of Trustees Budget Committee

### **RECOMMENDATION**

It is recommended that the Board of Trustees take action to establish a standing Board of Trustees Budget Committee.

### **OVERVIEW**

Upon adoption of the 2015-16 Final Budget on September 10, 2015, the Board of Trustees voted to form an ad hoc budget committee to work with the Vice Chancellor of Business & Fiscal Services to promote clarity and provide a forum for thought-provoking conversations regarding the SBCCD budget and budgeting processes. Trustees Williams, Harrison and Ferracone, along with two student trustees, were appointed to serve on that committee.

Since October 2015, the Board of Trustees Ad Hoc Budget Committee met seven times. Many topics have been discussed, including the budget development process, resource allocation, the FON (faculty obligation number), SBCCD reserve levels, and 2016-17 budget directives.

### **ANALYSIS**

At their most recent gathering on June 28, Ad Hoc Budget Committee members felt it prudent to request that the Board consider establishing a standing budget committee to continue these important and ongoing discussions. Board Policy 2220 – Committees of the Board allows for this action if the Board determines that such a committee is necessary to assist it in performing its duties as the governing body of SBCCD.

The Board of Trustees Budget Committee would be a standing, advisory committee comprised of less than a quorum of Board members. Findings and recommendations would be communicated to the Board of Trustees, and the committee would be subject to the California Public Meetings Brown Act.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assistant

**DATE:** July 14, 2016

**SUBJECT:** Applause Cards

**RECOMMENDATION**

This item is for information only. No action is required.

**OVERVIEW**

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

**ANALYSIS**

The *Caring Hands* Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

**BOARD IMPERATIVE**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

None.

**Caring Hands Applause Cards - July 2016**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>DISTRICT</b>				
Castro	Deborah	Print Shop	I had the opportunity to submit an ad to the newspaper for enrollment - last minute. Deb turned it from scratch to finish in one day. Thank you so much!	Alisa Moore
Fuquay	Jessica	Accounts Payable	Jessica has excellent customer service. She is patient, kind, expedient, friendly tone. Thank you for your great service!	Mariana Moreno
Longville	John	Board of Trustees	Thank you, Sir, for your expression of care/concern for students in providing your cell phone number to our students to utilize 'just-in-case' after Commencement.	Nicole Williams
Nikac	Stacey	Chancellors's Office	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and Meet and Greets.	Ben Gamboa
Zaragoza	Karla	Human Resources	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and Meet and Greets.	Ben Gamboa

**Caring Hands Applause Cards - July 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
<b>CHC</b>				
Allen	Denise	Computer Information Systems	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Audet	Carrie	Resource Development	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Avila	David	Library	Thank you for all your hard work in the library, and for always putting student needs ahead of everything else.	Elizabeth Mealey
Bogh	Wayne	Technology Services	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Bryson	Richard	Custodial	For your patience and detail of service during the Transfer Recognition Luncheon.	Mariana Moreno
Camarena	Armando	Custodial	Thank you for watering my plants while I was on off-campus assignment. You're awesome!!	Mariana Moreno
Cole	Michelle	Student Life	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa

**Caring Hands Applause Cards - July 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Demers	Dora	Counseling	Provided exceptional service, was very patient and listened carefully to understand me. She was able to answer all my questions. She was very professional, nice, and went out of her way.	Allison Lujan
Guzman	Ashley	Library	Thank you for your positive attitude, your attention to student needs, and for making the library a better place for everyone.	Elizabeth Mealey
Hansen	Rosemarie	Anatomy & Physiology	Rosemarie put in enormous effort in preparing all the instructional supplies and equipment for the move to the new building. Then unpacked and making everything work for the Spring 2016 semester.	Ruth Greyraven
Hogrefe	Rick	Dean of Sciences	Rick was involved in an extraordinary amount of work as the CHC campus moved out of old buildings into new. His efforts to deal with all the admin tasks that arose at every step is much appreciated.	Ruth Greyraven
Linfield	Leon	English and Philosophy	Thank you for being a great supporter of student transfer and assisting students to be successful outside of the classroom experience.	Mariana Moreno

**Caring Hands Applause Cards - July 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
McCartney	Karen	Biology	Moving the entire Biology Dept was an enormous task. She organized for a smooth transition, putting in countless hours above her regular duties, preparing in the Fall 2015 semester and making it all work in the Spring 2016 semester.	Ruth Greyraven
McKee	Julie	Sociology	Julie is involved in everything: helping with campus events, involving herself and her students in community service and brightening everyone's day with a smile. An amazing person!!	Ruth Greyraven
Mello	Brandice	Transfer Center	Thank you for making the classified luncheon look amazing! Everyone loved it! I appreciated all your hard work.	Veronica Lehman
Mello	Brandice	Transfer Center	For your creativity and efforts to make the Transfer Recognition Luncheon a memorable event for our students.	Mariana Moreno
Morales	Carrita	Assessment	Thank you for helping me get raffle prizes! I really appreciate your help.	Veronica Lehman
Osornio	Angel	Custodial	I am so impressed with the thoroughness that Angel does his job. He is determined to keep the "new building" shine on Canyon Hall! Angel has a smile and wave for every staff member and students too. He listens carefully to requests and always finds a way to make things better.	Ruth Greyraven

**Caring Hands Applause Cards - July 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Paddock	Ericka	Student Life	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Rahn	Charlie	Technology Services	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Riggs	Michelle	Resource Development	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Strong	Mike	Administrative Services	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Tinoco	Michelle	Admissions and Records	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Truong	Sam	Science	Being Department Chair is not an easy task, but Sam does it well, dealing with problems patiently and with good humor.	Ruth Greyraven
Veloni	Shane	Technology Services	Thank you for sponsoring and helping to coordinate the Presidential Search Open Forums and meet & greets.	Ben Gamboa
Zaragoza	Wendy	Library	Thank you for all your hard work, and for all you've done to make the library a letter place for students.	Elizabeth Mealey

**Caring Hands Applause Cards - July 2016**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
<b>SBVC</b>				
Alex-Schiel	Valerie	Food Services	Thank you for helping make the alumni ice cream social a success! Valerie provided aprons, ice cream carts, and an Igloo so that we could serve ice cream outside. Thanks to you we had a fun event for alumni, students, and staff!	Karen Childers
Alfano-Wyatt	Marcia	Psychiatric Technology	Outstanding leadership of Psychiatric Technician students in providing community service, mental health education and stigma busting activities as student health fairs each semester.	Elaine Akers
Alsip	Andee	Student Health Services	Outstanding leadership and creativity in providing interactive health education and health promotion activities to SBVC students and the campus community. Outstanding commitment to excellence in innovative programs for students.	Elaine Akers
Batalo	Mandy	Art	Mandy graciously helps me each year to print names on certificates for our Spanish Honor Society Students. She takes the time to get the printer to print on the right spot of the certificates so they look professional. Thank you!!	Nori Sogomonian
Buchanan	Donald G.	Physical Science	Deserves special recognition for extending true quality services and exercising vast knowledge in the field of geology. You Rock!	Anonymous Student

**Caring Hands Applause Cards - July 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Fender	Rochelle	Nursing	Outstanding leadership of nursing students in community health nursing. Service to the SBVC campus in providing health education at the health fairs each semester and scheduling students to participate in campus calls.	Elaine Akers
Flaa	Jonathan	Campus Technology Services	Thank you for setting up the speaker system for the alumni ice cream social on June 9th. It was a perfect day for ice cream and thanks to you, we had music! We appreciate you as an alumnus and professional at SBVC!	Karen Childers
Gutierrez	Albert	Custodial	Albert is always there with a smile when we need extra help. Thank you for bringing extra trash cans and transporting canopies for the alumni ice cream social! It made a huge difference!	Karen Childers
Johnson	Wally	Social Science, Human Development & PE	Thank you for all of your work with the 6th Annual Golf Tournament. Your participation in planning, coordinating, and playing meant a lot and helped make it a successful event.	Karen Childers
Kracher	Gloria	Custodial	Thank you for helping to make the alumni ice cream social a success! Gloria provided cold storage space for the ice cream and supplies and made sure we had everything we needed.	Karen Childers
Laughlin	Larry	Maintenance	Thank you for your diligent work putting together office furniture for the Secretary and for helping us get ready for the alumni ice cream social. Your help means a lot to us!	Karen Childers



**Caring Hands Applause Cards - July 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DIV/DEPT/OFFICE</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Moody	Amanda	Student Life Office	Amanda puts a lot of time and effort into making sure that graduation is a success.	Dr. Ricky Shabazz
Pang	Sonja	Development & Community Relations	Thank you for all of your work with the 6th Annual Golf Tournament. You did a great job!	Karen Childers
Plemons	Justine	Student Life Office	She did an amazing job with graduation.	Dr. Ricky Shabazz
Posada Alvarado	Gloria	Marketing & PR	Thank you for your work with the 6th Annual Golf Tournament! You took wonderful photos and helped make the event a success!	Karen Childers
Race	Steven	Campus Technology Services	Steven saved the day by quickly responding to a request to repair the computer in my classroom right before I gave the final exam. I needed the computer for sound and Steven alleviated my panic by fixing it in no time! Thank you!!	Nori Sogomonian
Riggs	Aodhan	Development & Community Relations	Thank you for your work with the 6th Annual Golf Tournament. You really helped make it a great day!	Karen Childers
Rubio	David	Athletics	For going above and beyond for the 6th annual Golf Tournament. Thank you for all of your work with getting sponsors, players, and student athletes!	Karen Childers



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Larry Strong, Director of Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Budget Report

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

This summary budget report is submitted monthly to the Board of Trustees for its review.

### **ANALYSIS**

The attached Revenue and Expenditure Summary reflects activity for the 2015-16 fiscal year through June 27, 2016. As of June 27 the District was 99.4% through the fiscal year and had spent and/or encumbered approximately 78.9% of its budgeted general funds.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.



## Budget Revenue & Expenditure Summary

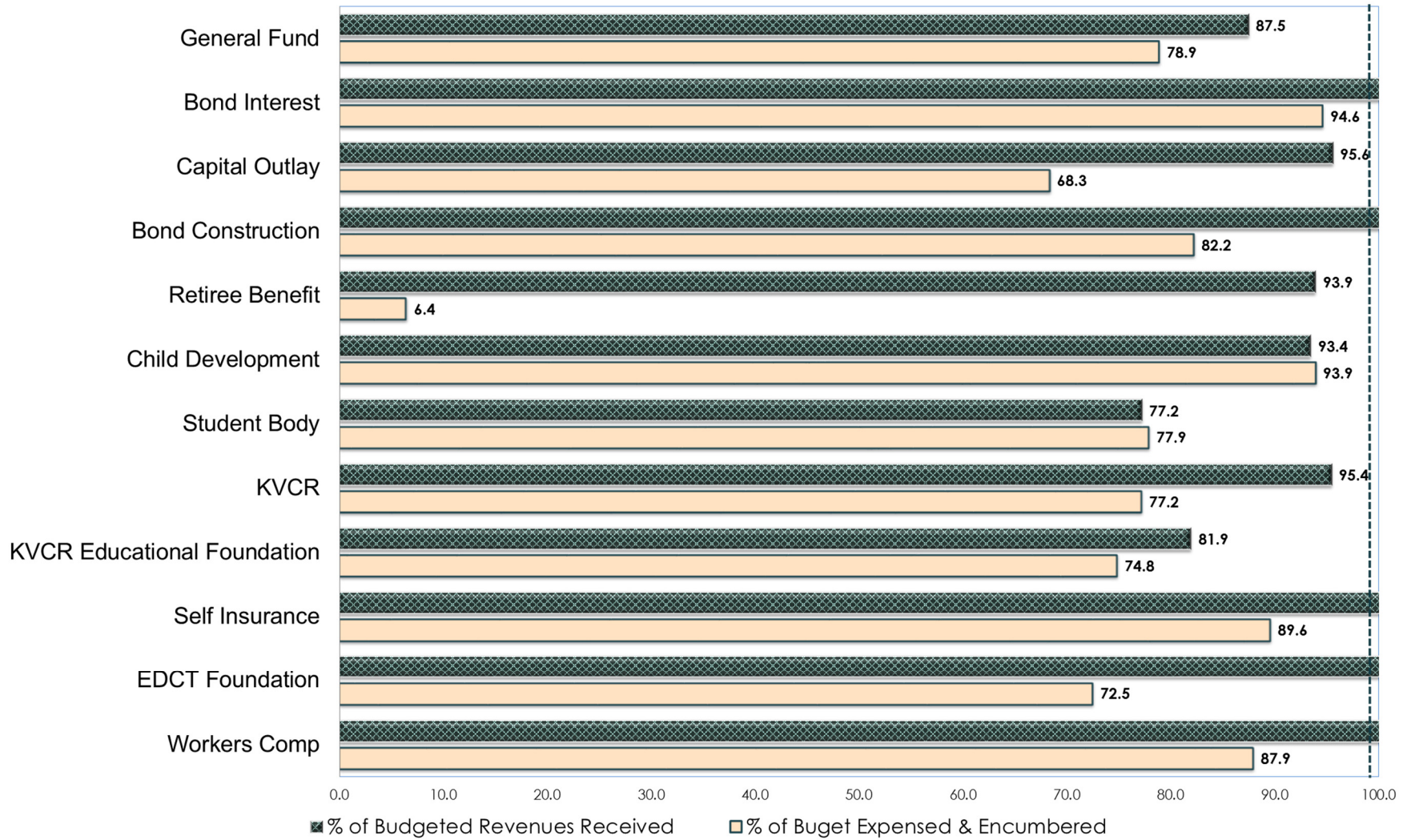
Year to Date 6/27/2016  
99.4% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$143,880,413	\$ 125,855,043	87.5%	\$153,094,714	\$120,788,682	78.9%	
21 Bond Interest & Redemption	\$ 24,664,523	\$ 31,516,407	127.8%	\$ 25,774,467	\$ 24,390,848	94.6%	<i>Pending reconciliation with the County.</i>
41 Capital Outlay Projects	\$ 7,790,221	\$ 7,444,157	95.6%	\$ 11,876,840	\$ 8,116,540	68.3%	<i>Funds set aside for STRS/PERS.</i>
42 Bond Construction	\$ 35,000,000	\$ 37,506,813	107.2%	\$ 75,174,727	\$ 61,819,382	82.2%	
68 Retiree Benefit	\$ 5,875,000	\$ 5,516,584	93.9%	\$ 4,375,000	\$ 281,902	6.4%	
72 Child Development	\$ 2,709,804	\$ 2,531,844	93.4%	\$ 2,709,804	\$ 2,545,592	93.9%	
73 Student Body Center Fee	\$ 293,352	\$ 226,487	77.2%	\$ 293,352	\$ 228,474	77.9%	
74 KVCR	\$ 5,245,219	\$ 5,006,125	95.4%	\$ 5,515,052	\$ 4,255,703	77.2%	
76 KVCR Educational Foundation	\$ 1,868,252	\$ 1,530,349	81.9%	\$ 2,181,096	\$ 1,631,775	74.8%	
78 Self Insurance-Liability	\$ 550,000	\$ 553,066	100.6%	\$ 748,145	\$ 670,039	89.6%	
79 EDCT Foundation	\$ 200,000	\$ 215,898	107.9%	\$ 240,000	\$ 174,000	72.5%	
84 Workers Compensation	\$ 1,104,000	\$ 1,259,766	114.1%	\$ 1,324,000	\$ 1,164,421	87.9%	

## Budget Revenue & Expenditure Summary

Year to Date 6/27/2016

Fiscal Year Elapsed - 99.4%



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,611,792.39	3,283,291.97	3,283,291.97	49.6	0.00	3,328,500.42	50.3
8600.00 STATE REVENUES	110,823,806.04	92,833,644.94	92,833,644.94	83.7	0.00	17,990,161.10	16.2
8800.00 LOCAL REVENUES	26,352,814.37	29,733,259.92	29,733,259.92	100.0	0.00	3,380,445.55-	.0
8900.00 OTHER FINANCING SOURCES	92,000.00	4,846.40	4,846.40	5.2	0.00	87,153.60	94.7
TOTAL: 8000	143,880,412.80	125,855,043.23	125,855,043.23	87.4	0.00	18,025,369.57	12.5
1100.00 CONTRACT CLASSROOM INST.	16,608,256.09	16,257,037.14	16,257,037.14	97.8	0.00	351,218.95	2.1
1200.00 CONTRACT CERT. ADMINISTRATORS	9,695,687.61	7,783,677.70	7,783,677.70	80.2	0.00	1,912,009.91	19.7
1300.00 INSTRUCTORS DAY/HOURLY	12,957,831.22	11,590,902.99	11,590,902.99	89.4	0.00	1,366,928.23	10.5
1400.00 NON-INSTRUCTION HOURLY CERT.	2,750,729.16	2,114,086.33	2,114,086.33	76.8	0.00	636,642.83	23.1
TOTAL: 1000	42,012,504.08	37,745,704.16	37,745,704.16	89.8	0.00	4,266,799.92	10.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	19,513,648.94	20,337,750.29	20,337,750.29	100.0	0.00	824,101.35-	.0
2200.00 INSTRUCTIONAL AIDS	1,400,078.26	1,448,403.05	1,448,403.05	100.0	0.00	48,324.79-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	4,174,154.74	3,286,637.25	3,286,637.25	78.7	0.00	887,517.49	21.2
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,723,714.39	1,370,416.13	1,370,416.13	79.5	0.00	353,298.26	20.4
TOTAL: 2000	26,811,596.33	26,443,206.72	26,443,206.72	98.6	0.00	368,389.61	1.3
3100.00 CERTIFICATED RETIREMENT	3,848,249.00	3,568,716.81	3,568,716.81	92.7	0.00	279,532.19	7.2
3200.00 CLASSIFIED RETIREMENT	2,540,753.22	2,957,374.98	2,957,374.98	100.0	0.00	416,621.76-	.0
3300.00 OASDHI/FICA	2,425,505.59	2,468,054.85	2,468,054.85	100.0	0.00	42,549.26-	.0
3400.00 HEALTH AND WELFARE BENEFITS	9,895,787.27	8,402,470.52	8,402,470.52	84.9	0.00	1,493,316.75	15.0
3500.00 STATE UNEMPLOYMENT INSURANCE	74,558.55	57,887.39	57,887.39	77.6	0.00	16,671.16	22.3
3600.00 WORKERS COMPENSATION INSURANCE	950,866.12	943,157.95	943,157.95	99.1	0.00	7,708.17	.8
3900.00 OTHER BENEFITS	771,724.45	796,841.29	796,841.29	100.0	0.00	25,116.84-	.0
TOTAL: 3000	20,507,444.20	19,194,503.79	19,194,503.79	93.5	0.00	1,312,940.41	6.4
4100.00 TEXTBOOKS	375,762.40	231,368.27	231,368.27	61.5	42,989.41	101,404.72	26.9
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	101,424.72	23,727.75	23,727.75	23.3	39,550.62	38,146.35	37.6
4300.00 INSTRUCTIONAL SUPPLIES	581,829.68	360,154.45	360,154.45	61.9	124,957.72	96,717.51	16.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	21,927.51	5,071.63	5,071.63	23.1	5,435.43	11,420.45	52.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,755,215.68	860,564.06	860,564.06	49.0	404,695.49	489,956.13	27.9
4700.00 FOOD SUPPLIES	128,734.92	68,387.04	68,387.04	53.1	24,057.36	36,290.52	28.1
TOTAL: 4000	2,964,894.91	1,549,273.20	1,549,273.20	52.2	641,686.03	773,935.68	26.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	10,185,852.83	4,270,540.07	4,270,540.07	41.9	2,096,161.42	3,819,151.34	37.4
5200.00 TRAVEL & CONFERENCE EXPENSES	1,617,139.79	760,158.10	760,158.10	47.0	241,779.80	615,201.89	38.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	398,046.00	179,316.89	179,316.89	45.0	84,703.95	134,025.16	33.6
5400.00 INSURANCES - DISTRICT USE	121,000.00	120,331.00	120,331.00	99.4	0.00	669.00	.5
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	2,949,339.29	2,041,638.82	2,041,638.82	69.2	617,541.82	290,158.65	9.8
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	4,044,366.17	3,048,429.18	3,048,429.18	75.3	566,121.24	429,815.75	10.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,219,524.00	771,096.93	771,096.93	63.2	340,495.86	107,931.21	8.8
5800.00 OTHER OPERATING EXP-DIST. USE	18,964,117.49	1,124,406.11	1,124,406.11	5.9	293,937.52	17,545,773.86	92.5
TOTAL: 5000	39,499,385.57	12,315,917.10	12,315,917.10	31.1	4,240,741.61	22,942,726.86	58.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	
		CURRENT	YEAR TO DATE				%
TOTAL: 1000-5999	131,795,825.09	97,248,604.97	97,248,604.97	73.7	4,882,427.64	29,664,792.48	22.5
6100.00 SITES & IMPROVEMENTS-DIST. USE	479,654.14	186,256.08	186,256.08	38.8	47,976.79	245,421.27	51.1
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	1,994,564.94	754,201.39	754,201.39	37.8	643,658.95	596,704.60	29.9
6300.00 LIBRARY BOOKS - EXPANSION	111,728.00	97,510.32	97,510.32	87.2	3,242.57	10,975.11	9.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,684,211.64	2,083,752.05	2,083,752.05	44.4	1,016,602.09	1,583,857.50	33.8
TOTAL: 6000	7,270,158.72	3,121,719.84	3,121,719.84	42.9	1,711,480.40	2,436,958.48	33.5
TOTAL: 1000-6999	139,065,983.81	100,370,324.81	100,370,324.81	72.1	6,593,908.04	32,101,750.96	23.0
7300.00 INTERFUND TRANSFERS	12,572,000.00	12,572,000.00	12,572,000.00	100.0	0.00	0.00	.0
7400.00 OTHER TRANSFERS	72,400.00	0.00	0.00	.0	0.00	72,400.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	95,160.78	65,455.23	65,455.23	68.7	75.00	29,630.55	31.1
7600.00 OTHER STUDENT AID	1,289,169.62	899,594.89	899,594.89	69.7	287,323.75	102,250.98	7.9
TOTAL: 7000	14,028,730.40	13,537,050.12	13,537,050.12	96.4	287,398.75	204,281.53	1.4
TOTAL: 1000-7999	153,094,714.21	113,907,374.93	113,907,374.93	74.4	6,881,306.79	32,306,032.49	21.1

Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	143,880,412.80	125,855,043.23	125,855,043.23	87.4	0.00	18,025,369.57	12.5
TOTAL: 1000-5999		131,795,825.09	97,248,604.97	97,248,604.97	73.7	4,882,427.64	29,664,792.48	22.5
TOTAL: 1000-6999		139,065,983.81	100,370,324.81	100,370,324.81	72.1	6,593,908.04	32,101,750.96	23.0
TOTAL: 1000-7999		153,094,714.21	113,907,374.93	113,907,374.93	74.4	6,881,306.79	32,306,032.49	21.1
TOTAL EXPENSES	(1000 - 7999)	153,094,714.21	113,907,374.93	113,907,374.93	74.4	6,881,306.79	32,306,032.49	21.1



Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8600.00 STATE REVENUES	233,895.00	197,910.71	197,910.71	84.6	0.00	35,984.29	15.3
8800.00 LOCAL REVENUES	24,430,628.00	28,339,715.29	28,339,715.29	100.0	0.00	3,909,087.29-	.0
8900.00 OTHER FINANCING SOURCES	0.00	2,978,781.00	2,978,781.00	100.0	0.00	2,978,781.00-	.0
TOTAL: 8000	24,664,523.00	31,516,407.00	31,516,407.00	100.0	0.00	6,851,884.00-	.0
7100.00 DEBT RETIREMENT	25,774,467.18	24,390,847.88	24,390,847.88	94.6	0.00	1,383,619.30	5.3
TOTAL: 7000	25,774,467.18	24,390,847.88	24,390,847.88	94.6	0.00	1,383,619.30	5.3
TOTAL: 1000-7999	25,774,467.18	24,390,847.88	24,390,847.88	94.6	0.00	1,383,619.30	5.3

Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	24,664,523.00	31,516,407.00	31,516,407.00	100.0	0.00	6,851,884.00-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	25,774,467.18	24,390,847.88	24,390,847.88	94.6	0.00	1,383,619.30	5.3
TOTAL EXPENSES	(1000 - 7999)	25,774,467.18	24,390,847.88	24,390,847.88	94.6	0.00	1,383,619.30	5.3

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	531,159.28	531,159.28	531,159.28	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	1,259,061.60	912,997.50	912,997.50	72.5	0.00	346,064.10	27.4
8900.00 OTHER FINANCING SOURCES	6,000,000.00	6,000,000.00	6,000,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	7,790,220.88	7,444,156.78	7,444,156.78	95.5	0.00	346,064.10	4.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	95,724.00	104,560.14	104,560.14	100.0	0.00	8,836.14-	.0
TOTAL: 2000	95,724.00	104,560.14	104,560.14	100.0	0.00	8,836.14-	.0
3200.00 CLASSIFIED RETIREMENT	11,340.42	11,340.36	11,340.36	99.9	0.00	0.06	.0
3300.00 OASDHI/FICA	7,359.61	7,974.36	7,974.36	100.0	0.00	614.75-	.0
3400.00 HEALTH AND WELFARE BENEFITS	12,253.15	12,252.96	12,252.96	99.9	0.00	0.19	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	48.10	52.18	52.18	100.0	0.00	4.08-	.0
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	1,200.00	1,200.00	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	58.94	58.92	58.92	99.9	0.00	0.02	.0
TOTAL: 3000	32,260.22	32,878.78	32,878.78	100.0	0.00	618.56-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,725,154.00	954,814.87	954,814.87	35.0	1,698,123.83	72,215.30	2.6
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	480.00	480.00	100.0	0.00	0.00	.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	421,290.15	375,685.86	375,685.86	89.1	38,936.87	6,667.42	1.5
5800.00 OTHER OPERATING EXP-DIST. USE	90,123.60	0.00	0.00	.0	0.00	90,123.60	100.0
TOTAL: 5000	3,237,047.75	1,330,980.73	1,330,980.73	41.1	1,737,060.70	169,006.32	5.2
TOTAL: 1000-5999	3,365,031.97	1,468,419.65	1,468,419.65	43.6	1,737,060.70	159,551.62	4.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,660,801.88	124,704.05	124,704.05	7.5	1,027,677.95	508,419.88	30.6
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	2,666,415.40	1,112,086.25	1,112,086.25	41.7	909,586.57	644,742.58	24.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,184,590.57	1,513,838.97	1,513,838.97	36.1	223,166.20	2,447,585.40	58.4
TOTAL: 6000	8,511,807.85	2,750,629.27	2,750,629.27	32.3	2,160,430.72	3,600,747.86	42.3
TOTAL: 1000-6999	11,876,839.82	4,219,048.92	4,219,048.92	35.5	3,897,491.42	3,760,299.48	31.6

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	7,790,220.88	7,444,156.78	7,444,156.78	95.5	0.00	346,064.10	4.4
TOTAL: 1000-5999		3,365,031.97	1,468,419.65	1,468,419.65	43.6	1,737,060.70	159,551.62	4.7
TOTAL: 1000-6999		11,876,839.82	4,219,048.92	4,219,048.92	35.5	3,897,491.42	3,760,299.48	31.6
TOTAL: 1000-7999		11,876,839.82	4,219,048.92	4,219,048.92	35.5	3,897,491.42	3,760,299.48	31.6
TOTAL EXPENSES	(1000 - 7999)	11,876,839.82	4,219,048.92	4,219,048.92	35.5	3,897,491.42	3,760,299.48	31.6

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	0.00	87,530.92	87,530.92	100.0	0.00	87,530.92-	.0
8900.00 OTHER FINANCING SOURCES	35,000,000.00	37,419,282.38	37,419,282.38	100.0	0.00	2,419,282.38-	.0
TOTAL: 8000	35,000,000.00	37,506,813.30	37,506,813.30	100.0	0.00	2,506,813.30-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	2,249.80	2,249.80	2,249.80	100.0	0.00	0.00	.0
TOTAL: 2000	2,249.80	2,249.80	2,249.80	100.0	0.00	0.00	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,158,107.26	291,819.21	291,819.21	25.1	319,698.57	546,589.48	47.1
5400.00 INSURANCES - DISTRICT USE	170,213.00	30,425.00	30,425.00	17.8	0.00	139,788.00	82.1
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	219,967.02	83,488.10	83,488.10	37.9	29,135.14	107,343.78	48.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	271,000.00	19,730.00	19,730.00	7.2	178,020.00	73,250.00	27.0
5800.00 OTHER OPERATING EXP-DIST. USE	2,823,820.37	13,981.67	13,981.67	.4	16,118.33	2,793,720.37	98.9
TOTAL: 5000	4,643,107.65	439,443.98	439,443.98	9.4	542,972.04	3,660,691.63	78.8
TOTAL: 1000-5999	4,645,357.45	441,693.78	441,693.78	9.5	542,972.04	3,660,691.63	78.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	647,225.00	237,168.41	237,168.41	36.6	62,711.00	347,345.59	53.6
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	65,368,238.31	42,416,198.93	42,416,198.93	64.8	15,525,407.50	7,426,631.88	11.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,513,906.24	2,514,482.90	2,514,482.90	55.7	78,747.00	1,920,676.34	42.5
TOTAL: 6000	70,529,369.55	45,167,850.24	45,167,850.24	64.0	15,666,865.50	9,694,653.81	13.7
TOTAL: 1000-6999	75,174,727.00	45,609,544.02	45,609,544.02	60.6	16,209,837.54	13,355,345.44	17.7

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	35,000,000.00	37,506,813.30	37,506,813.30	100.0	0.00	2,506,813.30-	.0
TOTAL:	1000-5999	4,645,357.45	441,693.78	441,693.78	9.5	542,972.04	3,660,691.63	78.8
TOTAL:	1000-6999	75,174,727.00	45,609,544.02	45,609,544.02	60.6	16,209,837.54	13,355,345.44	17.7
TOTAL:	1000-7999	75,174,727.00	45,609,544.02	45,609,544.02	60.6	16,209,837.54	13,355,345.44	17.7
TOTAL EXPENSES	(1000 - 7999)	75,174,727.00	45,609,544.02	45,609,544.02	60.6	16,209,837.54	13,355,345.44	17.7

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Fund: 51 BOOKSTORE FUND

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SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
=====							
8800.00 LOCAL REVENUES	0.00	367.96	367.96	100.0	0.00	367.96-	.0
TOTAL: 8000	0.00	367.96	367.96	100.0	0.00	367.96-	.0

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Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	0.00	367.96	367.96	100.0	0.00	367.96-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0



Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8800.00 LOCAL REVENUES	374,999.87	16,583.68	16,583.68	4.4	0.00	358,416.19	95.5
8900.00 OTHER FINANCING SOURCES	5,500,000.00	5,500,000.00	5,500,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	5,874,999.87	5,516,583.68	5,516,583.68	93.8	0.00	358,416.19	6.1
3300.00 OASDHI/FICA	190.02	112.51	112.51	59.2	0.00	77.51	40.7
3400.00 HEALTH AND WELFARE BENEFITS	360,348.38	275,021.31	275,021.31	76.3	0.00	85,327.07	23.6
3500.00 STATE UNEMPLOYMENT INSURANCE	7.39	3.96	3.96	53.5	0.00	3.43	46.4
3900.00 OTHER BENEFITS	4,014,454.55	6,764.52	6,764.52	.1	0.00	4,007,690.03	99.8
TOTAL: 3000	4,375,000.34	281,902.30	281,902.30	6.4	0.00	4,093,098.04	93.5
TOTAL: 1000-5999	4,375,000.34	281,902.30	281,902.30	6.4	0.00	4,093,098.04	93.5

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	5,874,999.87	5,516,583.68	5,516,583.68	93.8	0.00	358,416.19	6.1
TOTAL:	1000-5999	4,375,000.34	281,902.30	281,902.30	6.4	0.00	4,093,098.04	93.5
TOTAL:	1000-6999	4,375,000.34	281,902.30	281,902.30	6.4	0.00	4,093,098.04	93.5
TOTAL:	1000-7999	4,375,000.34	281,902.30	281,902.30	6.4	0.00	4,093,098.04	93.5
TOTAL EXPENSES	(1000 - 7999)	4,375,000.34	281,902.30	281,902.30	6.4	0.00	4,093,098.04	93.5

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Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
8800.00 LOCAL REVENUES	0.00	0.39	0.39	100.0	0.00	0.39-	.0
TOTAL: 8000	0.00	0.39	0.39	100.0	0.00	0.39-	.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	0.00	0.39	0.39	100.0	0.00	0.39-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8100.00 FEDERAL HEA REVENUES	167,710.70	183,973.03	183,973.03	100.0	0.00	16,262.33-	.0
8600.00 STATE REVENUES	2,362,093.00	2,176,958.65	2,176,958.65	92.1	0.00	185,134.35	7.8
8800.00 LOCAL REVENUES	180,000.00	170,911.89	170,911.89	94.9	0.00	9,088.11	5.0
TOTAL: 8000	2,709,803.70	2,531,843.57	2,531,843.57	93.4	0.00	177,960.13	6.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,238,619.26	1,218,307.02	1,218,307.02	98.3	0.00	20,312.24	1.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	472,414.00	392,566.89	392,566.89	83.0	0.00	79,847.11	16.9
TOTAL: 2000	1,711,033.26	1,610,873.91	1,610,873.91	94.1	0.00	100,159.35	5.8
3100.00 CERTIFICATED RETIREMENT	26,493.00	27,256.97	27,256.97	100.0	0.00	763.97-	.0
3200.00 CLASSIFIED RETIREMENT	105,471.73	108,745.76	108,745.76	100.0	0.00	3,274.03-	.0
3300.00 OASDHI/FICA	81,632.27	76,784.69	76,784.69	94.0	0.00	4,847.58	5.9
3400.00 HEALTH AND WELFARE BENEFITS	458,504.16	413,432.29	413,432.29	90.1	0.00	45,071.87	9.8
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092.93	654.99	654.99	59.9	0.00	437.94	40.0
3600.00 WORKERS COMPENSATION INSURANCE	46,500.04	50,515.00	50,515.00	100.0	0.00	4,014.96-	.0
3900.00 OTHER BENEFITS	13,086.42	14,522.63	14,522.63	100.0	0.00	1,436.21-	.0
TOTAL: 3000	732,780.55	691,912.33	691,912.33	94.4	0.00	40,868.22	5.5
4300.00 INSTRUCTIONAL SUPPLIES	37,154.00	25,308.37	25,308.37	68.1	6,492.24	5,353.39	14.4
4500.00 NONINSTRUCTIONAL SUPPLIES	73,542.75	56,672.35	56,672.35	77.0	15,637.12	1,233.28	1.6
4700.00 FOOD SUPPLIES	128,369.70	102,365.75	102,365.75	79.7	24,663.05	1,340.90	1.0
TOTAL: 4000	239,066.45	184,346.47	184,346.47	77.1	46,792.41	7,927.57	3.3
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,109.00	964.67	964.67	86.9	0.00	144.33	13.0
5800.00 OTHER OPERATING EXP-DIST. USE	16,195.21	907.50	907.50	5.6	2,541.00	12,746.71	78.7
TOTAL: 5000	17,304.21	1,872.17	1,872.17	10.8	2,541.00	12,891.04	74.4
TOTAL: 1000-5999	2,700,184.47	2,489,004.88	2,489,004.88	92.1	49,333.41	161,846.18	5.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	9,619.25	4,782.74	4,782.74	49.7	2,471.08	2,365.43	24.5
TOTAL: 6000	9,619.25	4,782.74	4,782.74	49.7	2,471.08	2,365.43	24.5
TOTAL: 1000-6999	2,709,803.72	2,493,787.62	2,493,787.62	92.0	51,804.49	164,211.61	6.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	2,709,803.70	2,531,843.57	2,531,843.57	93.4	0.00	177,960.13	6.5
TOTAL: 1000-5999		2,700,184.47	2,489,004.88	2,489,004.88	92.1	49,333.41	161,846.18	5.9
TOTAL: 1000-6999		2,709,803.72	2,493,787.62	2,493,787.62	92.0	51,804.49	164,211.61	6.0
TOTAL: 1000-7999		2,709,803.72	2,493,787.62	2,493,787.62	92.0	51,804.49	164,211.61	6.0
TOTAL EXPENSES	(1000 - 7999)	2,709,803.72	2,493,787.62	2,493,787.62	92.0	51,804.49	164,211.61	6.0

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	293,352.00	226,486.79	226,486.79	77.2	0.00	66,865.21	22.7
TOTAL: 8000	293,352.00	226,486.79	226,486.79	77.2	0.00	66,865.21	22.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,245.36	104,827.50	104,827.50	100.0	0.00	5,582.14-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	62,060.70	62,060.70	100.0	0.00	8,060.70-	.0
TOTAL: 2000	153,245.36	166,888.20	166,888.20	100.0	0.00	13,642.84-	.0
3200.00 CLASSIFIED RETIREMENT	11,662.82	12,418.96	12,418.96	100.0	0.00	756.14-	.0
3300.00 OASDHI/FICA	7,592.26	7,827.79	7,827.79	100.0	0.00	235.53-	.0
3400.00 HEALTH AND WELFARE BENEFITS	35,493.34	30,632.30	30,632.30	86.3	0.00	4,861.04	13.6
3500.00 STATE UNEMPLOYMENT INSURANCE	49.62	51.18	51.18	100.0	0.00	1.56-	.0
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	3,000.00	3,000.00	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	147.36	147.36	147.36	100.0	0.00	0.00	.0
TOTAL: 3000	57,945.40	54,077.59	54,077.59	93.3	0.00	3,867.81	6.6
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	22,161.00	1,353.27	1,353.27	6.1	0.00	20,807.73	93.8
TOTAL: 4000	24,161.00	1,353.27	1,353.27	5.6	0.00	22,807.73	94.3
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	10,270.24	1,576.00	1,576.00	15.3	683.40	8,010.84	78.0
5800.00 OTHER OPERATING EXP-DIST. USE	19,230.00	0.00	0.00	.0	0.00	19,230.00	100.0
TOTAL: 5000	29,500.24	1,576.00	1,576.00	5.3	683.40	27,240.84	92.3
TOTAL: 1000-5999	264,852.00	223,895.06	223,895.06	84.5	683.40	40,273.54	15.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	28,500.00	0.00	0.00	.0	3,894.48	24,605.52	86.3
TOTAL: 6000	28,500.00	0.00	0.00	.0	3,894.48	24,605.52	86.3
TOTAL: 1000-6999	293,352.00	223,895.06	223,895.06	76.3	4,577.88	64,879.06	22.1

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	293,352.00	226,486.79	226,486.79	77.2	0.00	66,865.21	22.7
TOTAL:	1000-5999	264,852.00	223,895.06	223,895.06	84.5	683.40	40,273.54	15.2
TOTAL:	1000-6999	293,352.00	223,895.06	223,895.06	76.3	4,577.88	64,879.06	22.1
TOTAL:	1000-7999	293,352.00	223,895.06	223,895.06	76.3	4,577.88	64,879.06	22.1
TOTAL EXPENSES	(1000 - 7999)	293,352.00	223,895.06	223,895.06	76.3	4,577.88	64,879.06	22.1



Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	4,124,365.05	3,956,125.34	3,956,125.34	95.9	0.00	168,239.71	4.0
8900.00 OTHER FINANCING SOURCES	1,120,854.00	1,050,000.00	1,050,000.00	93.6	0.00	70,854.00	6.3
TOTAL: 8000	5,245,219.05	5,006,125.34	5,006,125.34	95.4	0.00	239,093.71	4.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,178,792.07	1,226,773.86	1,226,773.86	100.0	0.00	47,981.79-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	544,100.00	405,477.77	405,477.77	74.5	0.00	138,622.23	25.4
TOTAL: 2000	1,722,892.07	1,632,251.63	1,632,251.63	94.7	0.00	90,640.44	5.2
3200.00 CLASSIFIED RETIREMENT	127,714.10	174,142.52	174,142.52	100.0	0.00	46,428.42-	.0
3300.00 OASDHI/FICA	80,503.73	120,741.20	120,741.20	100.0	0.00	40,237.47-	.0
3400.00 HEALTH AND WELFARE BENEFITS	278,886.42	224,627.61	224,627.61	80.5	0.00	54,258.81	19.4
3500.00 STATE UNEMPLOYMENT INSURANCE	732.32	827.29	827.29	100.0	0.00	94.97-	.0
3600.00 WORKERS COMPENSATION INSURANCE	21,000.00	26,875.00	26,875.00	100.0	0.00	5,875.00-	.0
3900.00 OTHER BENEFITS	12,852.54	9,552.76	9,552.76	74.3	0.00	3,299.78	25.6
TOTAL: 3000	521,689.11	556,766.38	556,766.38	100.0	0.00	35,077.27-	.0
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	300.00	70.00	70.00	23.3	0.00	230.00	76.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	45,200.00	16,097.63	16,097.63	35.6	15,557.45	13,544.92	29.9
TOTAL: 4000	48,000.00	16,167.63	16,167.63	33.6	15,557.45	16,274.92	33.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	105,579.00	33,549.43	33,549.43	31.7	19,871.00	52,158.57	49.4
5200.00 TRAVEL & CONFERENCE EXPENSES	73,900.00	23,678.19	23,678.19	32.0	24,337.29	25,884.52	35.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	76,915.00	37,931.08	37,931.08	49.3	7,347.56	31,636.36	41.1
5400.00 INSURANCES - DISTRICT USE	10,500.00	7,810.00	7,810.00	74.3	0.00	2,690.00	25.6
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	204,314.00	116,831.03	116,831.03	57.1	36,144.44	51,338.53	25.1
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	453,769.00	295,792.79	295,792.79	65.1	29,367.76	128,608.45	28.3
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	142,000.00	3,378.92	3,378.92	2.3	27,426.69	111,194.39	78.3
5800.00 OTHER OPERATING EXP-DIST. USE	1,768,326.05	1,208,304.15	1,208,304.15	68.3	81,615.01	478,406.89	27.0
TOTAL: 5000	2,835,303.05	1,727,275.59	1,727,275.59	60.9	226,109.75	881,917.71	31.1
TOTAL: 1000-5999	5,127,884.23	3,932,461.23	3,932,461.23	76.6	241,667.20	953,755.80	18.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	251,168.00	24,720.04	24,720.04	9.8	854.58	225,593.38	89.8
TOTAL: 6000	251,168.00	24,720.04	24,720.04	9.8	854.58	225,593.38	89.8
TOTAL: 1000-6999	5,379,052.23	3,957,181.27	3,957,181.27	73.5	242,521.78	1,179,349.18	21.9
7200.00 INTRAFUND TRANSFERS OUT	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
7300.00 INTERFUND TRANSFERS	80,000.00	0.00	0.00	.0	0.00	80,000.00	100.0
TOTAL: 7000	136,000.00	56,000.00	56,000.00	41.1	0.00	80,000.00	58.8
TOTAL: 1000-7999	5,515,052.23	4,013,181.27	4,013,181.27	72.7	242,521.78	1,259,349.18	22.8

Fund: 74 KVC R FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	5,245,219.05	5,006,125.34	5,006,125.34	95.4	0.00	239,093.71	4.5
TOTAL: 1000-5999		5,127,884.23	3,932,461.23	3,932,461.23	76.6	241,667.20	953,755.80	18.5
TOTAL: 1000-6999		5,379,052.23	3,957,181.27	3,957,181.27	73.5	242,521.78	1,179,349.18	21.9
TOTAL: 1000-7999		5,515,052.23	4,013,181.27	4,013,181.27	72.7	242,521.78	1,259,349.18	22.8
TOTAL EXPENSES	(1000 - 7999)	5,515,052.23	4,013,181.27	4,013,181.27	72.7	242,521.78	1,259,349.18	22.8

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,812,251.91	1,474,348.56	1,474,348.56	81.3	0.00	337,903.35	18.6
8900.00 OTHER FINANCING SOURCES	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,868,251.91	1,530,348.56	1,530,348.56	81.9	0.00	337,903.35	18.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	138,115.97	115,573.33	115,573.33	83.6	0.00	22,542.64	16.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	191,250.00	143,505.50	143,505.50	75.0	0.00	47,744.50	24.9
TOTAL: 2000	329,365.97	259,078.83	259,078.83	78.6	0.00	70,287.14	21.3
3200.00 CLASSIFIED RETIREMENT	10,430.91	25,749.28	25,749.28	100.0	0.00	15,318.37-	.0
3300.00 OASDHI/FICA	19,722.92	17,983.91	17,983.91	91.1	0.00	1,739.01	8.8
3400.00 HEALTH AND WELFARE BENEFITS	54,370.02	16,745.09	16,745.09	30.7	0.00	37,624.93	69.2
3500.00 STATE UNEMPLOYMENT INSURANCE	128.91	134.31	134.31	100.0	0.00	5.40-	.0
3600.00 WORKERS COMPENSATION INSURANCE	4,875.00	2,125.00	2,125.00	43.5	0.00	2,750.00	56.4
3900.00 OTHER BENEFITS	989.46	98.18	98.18	9.9	0.00	891.28	90.0
TOTAL: 3000	90,517.22	62,835.77	62,835.77	69.4	0.00	27,681.45	30.5
4500.00 NONINSTRUCTIONAL SUPPLIES	10,500.00	1,519.09	1,519.09	14.4	1,647.64	7,333.27	69.8
TOTAL: 4000	10,500.00	1,519.09	1,519.09	14.4	1,647.64	7,333.27	69.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	294,000.00	159,703.80	159,703.80	54.3	57,643.03	76,653.17	26.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,300.00	380.25	380.25	29.2	195.75	724.00	55.6
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	53,500.00	27,984.90	27,984.90	52.3	0.00	25,515.10	47.6
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	25,500.00	18,398.21	18,398.21	72.1	1,867.60	5,234.19	20.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	21,883.00	8,091.00	8,091.00	36.9	3,549.00	10,243.00	46.8
5800.00 OTHER OPERATING EXP-DIST. USE	533,675.91	180,284.22	180,284.22	33.7	98,595.90	254,795.79	47.7
TOTAL: 5000	929,858.91	394,842.38	394,842.38	42.4	161,851.28	373,165.25	40.1
TOTAL: 1000-5999	1,360,242.10	718,276.07	718,276.07	52.8	163,498.92	478,467.11	35.1
7200.00 INTRAFUND TRANSFERS OUT	820,854.00	750,000.00	750,000.00	91.3	0.00	70,854.00	8.6
TOTAL: 7000	820,854.00	750,000.00	750,000.00	91.3	0.00	70,854.00	8.6
TOTAL: 1000-7999	2,181,096.10	1,468,276.07	1,468,276.07	67.3	163,498.92	549,321.11	25.1

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,868,251.91	1,530,348.56	1,530,348.56	81.9	0.00	337,903.35	18.0
TOTAL: 1000-5999		1,360,242.10	718,276.07	718,276.07	52.8	163,498.92	478,467.11	35.1
TOTAL: 1000-6999		1,360,242.10	718,276.07	718,276.07	52.8	163,498.92	478,467.11	35.1
TOTAL: 1000-7999		2,181,096.10	1,468,276.07	1,468,276.07	67.3	163,498.92	549,321.11	25.1
TOTAL EXPENSES	(1000 - 7999)	2,181,096.10	1,468,276.07	1,468,276.07	67.3	163,498.92	549,321.11	25.1

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	0.00	3,065.86	3,065.86	100.0	0.00	3,065.86-	.0
8900.00 OTHER FINANCING SOURCES	550,000.00	550,000.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	550,000.00	553,065.86	553,065.86	100.0	0.00	3,065.86-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	4,435.37	4,435.37	22.1	5,564.63	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	474,810.00	463,115.00	463,115.00	97.5	0.00	11,695.00	2.4
5800.00 OTHER OPERATING EXP-DIST. USE	253,335.00	152,901.88	152,901.88	60.3	44,021.87	56,411.25	22.2
TOTAL: 5000	748,145.00	620,452.25	620,452.25	82.9	49,586.50	78,106.25	10.4
TOTAL: 1000-5999	748,145.00	620,452.25	620,452.25	82.9	49,586.50	78,106.25	10.4

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	
			CURRENT	YEAR TO DATE				%
TOTAL INCOME	(8000 - 8999)	550,000.00	553,065.86	553,065.86	100.0	0.00	3,065.86-	.0
TOTAL:	1000-5999	748,145.00	620,452.25	620,452.25	82.9	49,586.50	78,106.25	10.4
TOTAL:	1000-6999	748,145.00	620,452.25	620,452.25	82.9	49,586.50	78,106.25	10.4
TOTAL:	1000-7999	748,145.00	620,452.25	620,452.25	82.9	49,586.50	78,106.25	10.4
TOTAL EXPENSES	(1000 - 7999)	748,145.00	620,452.25	620,452.25	82.9	49,586.50	78,106.25	10.4

Fund: 79 EDCT FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
8800.00 LOCAL REVENUES	0.00	15,898.04	15,898.04	100.0	0.00	15,898.04-	.0
8900.00 OTHER FINANCING SOURCES	200,000.00	200,000.00	200,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	200,000.00	215,898.04	215,898.04	100.0	0.00	15,898.04-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,762.00	95,480.48	95,480.48	100.0	0.00	1,718.48-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	15,000.00	10,478.99	10,478.99	69.8	0.00	4,521.01	30.1
TOTAL: 2000	108,762.00	105,959.47	105,959.47	97.4	0.00	2,802.53	2.5
3200.00 CLASSIFIED RETIREMENT	11,107.98	11,193.15	11,193.15	100.0	0.00	85.17-	.0
3300.00 OASDHI/FICA	7,172.79	7,398.72	7,398.72	100.0	0.00	225.93-	.0
3400.00 HEALTH AND WELFARE BENEFITS	20,316.44	15,316.15	15,316.15	75.3	0.00	5,000.29	24.6
3500.00 STATE UNEMPLOYMENT INSURANCE	46.88	50.59	50.59	100.0	0.00	3.71-	.0
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	1,500.00	1,500.00	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	73.68	73.68	73.68	100.0	0.00	0.00	.0
TOTAL: 3000	40,217.77	35,532.29	35,532.29	88.3	0.00	4,685.48	11.6
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	553.00	12.00	12.00	2.1	0.00	541.00	97.8
4500.00 NONINSTRUCTIONAL SUPPLIES	2,600.00	895.52-	895.52-	.0	2,575.59	919.93	100.0
TOTAL: 4000	3,153.00	883.52-	883.52-	.0	2,575.59	1,460.93	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	11,220.00	0.00	0.00	.0	0.00	11,220.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	9,100.00	2,613.32	2,613.32	28.7	3,822.31	2,664.37	29.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	4,250.00	1,030.50	1,030.50	24.2	0.00	3,219.50	75.7
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	160.00	96.87	96.87	60.5	63.13	0.00	.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	11,917.00	513.93	513.93	4.3	0.00	11,403.07	95.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	22,680.00	4,496.00	4,496.00	19.8	14,124.00	4,060.00	17.9
5800.00 OTHER OPERATING EXP-DIST. USE	26,140.00	1,729.17	1,729.17	6.6	133.80	24,277.03	92.8
TOTAL: 5000	85,467.00	10,479.79	10,479.79	12.2	18,143.24	56,843.97	66.5
TOTAL: 1000-5999	237,599.77	151,088.03	151,088.03	63.5	20,718.83	65,792.91	27.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,400.00	1,248.26	1,248.26	52.0	945.22	206.52	8.6
TOTAL: 6000	2,400.00	1,248.26	1,248.26	52.0	945.22	206.52	8.6
TOTAL: 1000-6999	239,999.77	152,336.29	152,336.29	63.4	21,664.05	65,999.43	27.4

BDX110  
 ALL FUNDS5  
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BEST NET CONSORTIUM  
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Fund: 79 EDCT FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	
			CURRENT	YEAR TO DATE				%
TOTAL INCOME	(8000 - 8999)	200,000.00	215,898.04	215,898.04	100.0	0.00	15,898.04-	.0
TOTAL:	1000-5999	237,599.77	151,088.03	151,088.03	63.5	20,718.83	65,792.91	27.6
TOTAL:	1000-6999	239,999.77	152,336.29	152,336.29	63.4	21,664.05	65,999.43	27.4
TOTAL:	1000-7999	239,999.77	152,336.29	152,336.29	63.4	21,664.05	65,999.43	27.4
TOTAL EXPENSES	(1000 - 7999)	239,999.77	152,336.29	152,336.29	63.4	21,664.05	65,999.43	27.4



Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	1,082,000.00	1,237,766.45	1,237,766.45	100.0	0.00	155,766.45-	.0
8900.00 OTHER FINANCING SOURCES	22,000.00	22,000.00	22,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,104,000.00	1,259,766.45	1,259,766.45	100.0	0.00	155,766.45-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	355,000.00	345,747.80	345,747.80	97.3	6,877.51	2,374.69	.6
5400.00 INSURANCES - DISTRICT USE	167,000.00	171,589.00	171,589.00	100.0	0.00	4,589.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	802,000.00	619,079.59	619,079.59	77.1	21,127.30	161,793.11	20.1
TOTAL: 5000	1,324,000.00	1,136,416.39	1,136,416.39	85.8	28,004.81	159,578.80	12.0
TOTAL: 1000-5999	1,324,000.00	1,136,416.39	1,136,416.39	85.8	28,004.81	159,578.80	12.0

BDX110  
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BEST NET CONSORTIUM  
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Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,104,000.00	1,259,766.45	1,259,766.45	100.0	0.00	155,766.45-	.0
TOTAL: 1000-5999		1,324,000.00	1,136,416.39	1,136,416.39	85.8	28,004.81	159,578.80	12.0
TOTAL: 1000-6999		1,324,000.00	1,136,416.39	1,136,416.39	85.8	28,004.81	159,578.80	12.0
TOTAL: 1000-7999		1,324,000.00	1,136,416.39	1,136,416.39	85.8	28,004.81	159,578.80	12.0
TOTAL EXPENSES	(1000 - 7999)	1,324,000.00	1,136,416.39	1,136,416.39	85.8	28,004.81	159,578.80	12.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8100.00 FEDERAL HEA REVENUES	30,000.00	27,479.05	27,479.05	91.5	0.00	2,520.95	8.4
8600.00 STATE REVENUES	41,373,491.00	32,919,014.79	32,919,014.79	79.5	0.00	8,454,476.21	20.4
8800.00 LOCAL REVENUES	12,562,370.95	7,722,853.65	7,722,853.65	61.4	0.00	4,839,517.30	38.5
TOTAL: 8000	53,965,861.95	40,669,347.49	40,669,347.49	75.3	0.00	13,296,514.46	24.6
1100.00 CONTRACT CLASSROOM INST.	11,355,030.16	11,321,196.04	11,321,196.04	99.7	0.00	33,834.12	.2
1200.00 CONTRACT CERT. ADMINISTRATORS	3,652,569.92	3,085,235.22	3,085,235.22	84.4	0.00	567,334.70	15.5
1300.00 INSTRUCTORS DAY/HOURLY	8,649,588.20	7,867,902.80	7,867,902.80	90.9	0.00	781,685.40	9.0
1400.00 NON-INSTRUCTION HOURLY CERT.	328,563.64	245,480.78	245,480.78	74.7	0.00	83,082.86	25.2
TOTAL: 1000	23,985,751.92	22,519,814.84	22,519,814.84	93.8	0.00	1,465,937.08	6.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,423,232.49	6,986,606.74	6,986,606.74	100.0	0.00	563,374.25	.0
2200.00 INSTRUCTIONAL AIDS	809,108.92	857,532.72	857,532.72	100.0	0.00	48,423.80	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	498,947.75	429,923.86	429,923.86	86.1	0.00	69,023.89	13.8
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	223,681.76	159,190.63	159,190.63	71.1	0.00	64,491.13	28.8
TOTAL: 2000	7,954,970.92	8,433,253.95	8,433,253.95	100.0	0.00	478,283.03	.0
3100.00 CERTIFICATED RETIREMENT	2,365,802.29	2,143,816.95	2,143,816.95	90.6	0.00	221,985.34	9.3
3200.00 CLASSIFIED RETIREMENT	876,828.52	1,047,783.60	1,047,783.60	100.0	0.00	170,955.08	.0
3300.00 OASDHI/FICA	981,450.10	1,012,508.54	1,012,508.54	100.0	0.00	31,058.44	.0
3400.00 HEALTH AND WELFARE BENEFITS	4,401,420.72	4,059,507.63	4,059,507.63	92.2	0.00	341,913.09	7.7
3500.00 STATE UNEMPLOYMENT INSURANCE	14,968.57	15,426.33	15,426.33	100.0	0.00	457.76	.0
3600.00 WORKERS COMPENSATION INSURANCE	452,230.50	452,902.60	452,902.60	100.0	0.00	672.10	.0
3900.00 OTHER BENEFITS	100,101.55	115,355.82	115,355.82	100.0	0.00	15,254.27	.0
TOTAL: 3000	9,192,802.25	8,847,301.47	8,847,301.47	96.2	0.00	345,500.78	3.7
4100.00 TEXTBOOKS	7,478.95	6,401.15	6,401.15	85.5	520.32	557.48	7.4
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	4,794.85	2,386.80	2,386.80	49.7	1,087.63	1,320.42	27.5
4300.00 INSTRUCTIONAL SUPPLIES	79,401.49	35,282.59	35,282.59	44.4	26,332.73	17,786.17	22.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,854.37	1,443.96	1,443.96	37.4	61.50	2,348.91	60.9
4500.00 NONINSTRUCTIONAL SUPPLIES	502,699.54	341,293.85	341,293.85	67.8	128,306.83	33,098.86	6.5
4700.00 FOOD SUPPLIES	10,617.00	1,821.49	1,821.49	17.1	7,836.99	958.52	9.0
TOTAL: 4000	608,846.20	388,629.84	388,629.84	63.8	164,146.00	56,070.36	9.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,035,681.65	471,516.89	471,516.89	45.5	519,488.15	44,676.61	4.3
5200.00 TRAVEL & CONFERENCE EXPENSES	160,152.06	92,965.28	92,965.28	58.0	25,210.12	41,976.66	26.2
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	152,508.40	32,722.35	32,722.35	21.4	73,183.71	46,602.34	30.5
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,832,923.00	1,212,063.21	1,212,063.21	66.1	310,765.31	310,094.48	16.9
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,167,743.12	879,920.17	879,920.17	75.3	215,518.56	72,304.39	6.1
5800.00 OTHER OPERATING EXP-DIST. USE	451,049.55	47,050.04	47,050.04	.0	126,615.09	371,484.50	100.0
TOTAL: 5000	4,800,057.78	2,642,137.86	2,642,137.86	55.0	1,270,780.94	887,138.98	18.4
TOTAL: 1000-5999	46,542,429.07	42,831,137.96	42,831,137.96	92.0	1,434,926.94	2,276,364.17	4.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	2,480.00	0.00	0.00	.0	2,390.00	90.00	3.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	270,302.60	54,448.60	54,448.60	20.1	62,827.05	153,026.95	56.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	921,849.17	466,207.02	466,207.02	50.5	446,402.09	9,240.06	1.0
TOTAL: 6000	1,194,631.77	520,655.62	520,655.62	43.5	511,619.14	162,357.01	13.5
TOTAL: 1000-6999	47,737,060.84	43,351,793.58	43,351,793.58	90.8	1,946,546.08	2,438,721.18	5.1
7600.00 OTHER STUDENT AID	3,000.00	3,000.00	3,000.00	100.0	0.00	0.00	.0
TOTAL: 7000	3,000.00	3,000.00	3,000.00	100.0	0.00	0.00	.0
TOTAL: 1000-7999	47,740,060.84	43,354,793.58	43,354,793.58	90.8	1,946,546.08	2,438,721.18	5.1

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	53,965,861.95	40,669,347.49	40,669,347.49	75.3	0.00	13,296,514.46	24.6
TOTAL: 1000-5999		46,542,429.07	42,831,137.96	42,831,137.96	92.0	1,434,926.94	2,276,364.17	4.8
TOTAL: 1000-6999		47,737,060.84	43,351,793.58	43,351,793.58	90.8	1,946,546.08	2,438,721.18	5.1
TOTAL: 1000-7999		47,740,060.84	43,354,793.58	43,354,793.58	90.8	1,946,546.08	2,438,721.18	5.1
TOTAL EXPENSES	(1000 - 7999)	47,740,060.84	43,354,793.58	43,354,793.58	90.8	1,946,546.08	2,438,721.18	5.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL: 8000	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	39,000.00	5,756.00	5,756.00	14.7	32,994.00	250.00	.6
TOTAL: 5000	39,000.00	5,756.00	5,756.00	14.7	32,994.00	250.00	.6
TOTAL: 1000-5999	39,000.00	5,756.00	5,756.00	14.7	32,994.00	250.00	.6
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	2,054,644.00	979,842.01	979,842.01	47.6	817,753.97	257,048.02	12.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	98,468.00	51,610.70	51,610.70	52.4	19,811.31	27,045.99	27.4
TOTAL: 6000	2,153,112.00	1,031,452.71	1,031,452.71	47.9	837,565.28	284,094.01	13.1
TOTAL: 1000-6999	2,192,112.00	1,037,208.71	1,037,208.71	47.3	870,559.28	284,344.01	12.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL:	1000-5999	39,000.00	5,756.00	5,756.00	14.7	32,994.00	250.00	.6
TOTAL:	1000-6999	2,192,112.00	1,037,208.71	1,037,208.71	47.3	870,559.28	284,344.01	12.9
TOTAL:	1000-7999	2,192,112.00	1,037,208.71	1,037,208.71	47.3	870,559.28	284,344.01	12.9
TOTAL EXPENSES	(1000 - 7999)	2,192,112.00	1,037,208.71	1,037,208.71	47.3	870,559.28	284,344.01	12.9

BDX110  
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72 San Bernardino Community Col

BEST NET CONSORTIUM  
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Fund: 72 CHILD DEVELOPMENT FUND

=====							
SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
=====							
8800.00 LOCAL REVENUES	0.00	739.41	739.41	100.0	0.00	739.41 -	.0
TOTAL: 8000	0.00	739.41	739.41	100.0	0.00	739.41 -	.0



Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	
			CURRENT	YEAR TO DATE				%
TOTAL INCOME	(8000 - 8999)	0.00	739.41	739.41	100.0	0.00	739.41 -	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8100.00 FEDERAL HEA REVENUES	0.00	6,685.00	6,685.00	100.0	0.00	6,685.00-	.0
8600.00 STATE REVENUES	20,659,568.00	15,183,343.96	15,183,343.96	73.4	0.00	5,476,224.04	26.5
8800.00 LOCAL REVENUES	6,068,133.43	3,775,236.53	3,775,236.53	62.2	0.00	2,292,896.90	37.7
TOTAL: 8000	26,727,701.43	18,965,265.49	18,965,265.49	70.9	0.00	7,762,435.94	29.0
1100.00 CONTRACT CLASSROOM INST.	4,985,325.16	4,870,438.86	4,870,438.86	97.6	0.00	114,886.30	2.3
1200.00 CONTRACT CERT. ADMINISTRATORS	2,613,956.83	2,204,060.57	2,204,060.57	84.3	0.00	409,896.26	15.6
1300.00 INSTRUCTORS DAY/HOURLY	3,926,637.50	3,670,810.69	3,670,810.69	93.4	0.00	255,826.81	6.5
1400.00 NON-INSTRUCTION HOURLY CERT.	314,461.08	248,829.88	248,829.88	79.1	0.00	65,631.20	20.8
TOTAL: 1000	11,840,380.57	10,994,140.00	10,994,140.00	92.8	0.00	846,240.57	7.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,607,082.53	4,318,350.84	4,318,350.84	100.0	0.00	711,268.31-	.0
2200.00 INSTRUCTIONAL AIDS	575,499.41	577,308.09	577,308.09	100.0	0.00	1,808.68-	.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	362,408.32	415,902.23	415,902.23	100.0	0.00	53,493.91-	.0
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	387,228.00	301,014.17	301,014.17	77.7	0.00	86,213.83	22.2
TOTAL: 2000	4,932,218.26	5,612,575.33	5,612,575.33	100.0	0.00	680,357.07-	.0
3100.00 CERTIFICATED RETIREMENT	1,139,485.85	1,043,717.58	1,043,717.58	91.5	0.00	95,768.27	8.4
3200.00 CLASSIFIED RETIREMENT	522,453.52	762,274.25	762,274.25	100.0	0.00	239,820.73-	.0
3300.00 OASDHI/FICA	574,172.46	598,514.60	598,514.60	100.0	0.00	24,342.14-	.0
3400.00 HEALTH AND WELFARE BENEFITS	2,315,995.24	2,044,954.72	2,044,954.72	88.2	0.00	271,040.52	11.7
3500.00 STATE UNEMPLOYMENT INSURANCE	7,669.26	8,109.98	8,109.98	100.0	0.00	440.72-	.0
3600.00 WORKERS COMPENSATION INSURANCE	229,168.75	231,723.50	231,723.50	100.0	0.00	2,554.75-	.0
3900.00 OTHER BENEFITS	45,381.78	59,581.80	59,581.80	100.0	0.00	14,200.02-	.0
TOTAL: 3000	4,834,326.86	4,748,876.43	4,748,876.43	98.2	0.00	85,450.43	1.7
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	4,150.74	2,764.85	2,764.85	66.6	1,011.48	374.41	9.0
4300.00 INSTRUCTIONAL SUPPLIES	48,417.79	36,241.19	36,241.19	74.8	7,667.71	4,508.89	9.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,625.00	96.44	96.44	5.9	0.00	1,528.56	94.0
4500.00 NONINSTRUCTIONAL SUPPLIES	160,932.26	122,127.94	122,127.94	75.8	31,546.45	7,257.87	4.5
TOTAL: 4000	215,125.79	161,230.42	161,230.42	74.9	40,225.64	13,669.73	6.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	46,931.00	30,494.95	30,494.95	64.9	10,038.50	6,397.55	13.6
5200.00 TRAVEL & CONFERENCE EXPENSES	101,334.34	53,676.53	53,676.53	52.9	15,050.54	32,607.27	32.1
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	39,903.00	32,606.79	32,606.79	81.7	1,183.23	6,112.98	15.3
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	819,557.63	612,657.68	612,657.68	74.7	210,006.12	3,106.17-	.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	406,581.96	304,328.47	304,328.47	74.8	60,440.65	41,812.84	10.2
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	0.00	30,000.00	30,000.00	100.0	0.00	30,000.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	469,075.12	63,223.38	63,223.38	13.4	18,255.15	387,596.59	82.6
TOTAL: 5000	1,883,383.05	1,126,987.80	1,126,987.80	59.8	314,974.19	441,421.06	23.4
TOTAL: 1000-5999	23,705,434.53	22,643,809.98	22,643,809.98	95.5	355,199.83	706,424.72	2.9
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	5,885.00	5,885.00	5,885.00	100.0	0.00	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	96,289.00	74,501.64	74,501.64	77.3	15,658.09	6,129.27	6.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
TOTAL: 6000	102,174.00	80,386.64	80,386.64	78.6	15,658.09	6,129.27	5.9
TOTAL: 1000-6999	23,807,608.53	22,724,196.62	22,724,196.62	95.4	370,857.92	712,553.99	2.9

Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	26,727,701.43	18,965,265.49	18,965,265.49	70.9	0.00	7,762,435.94	29.0
TOTAL: 1000-5999		23,705,434.53	22,643,809.98	22,643,809.98	95.5	355,199.83	706,424.72	2.9
TOTAL: 1000-6999		23,807,608.53	22,724,196.62	22,724,196.62	95.4	370,857.92	712,553.99	2.9
TOTAL: 1000-7999		23,807,608.53	22,724,196.62	22,724,196.62	95.4	370,857.92	712,553.99	2.9
TOTAL EXPENSES	(1000 - 7999)	23,807,608.53	22,724,196.62	22,724,196.62	95.4	370,857.92	712,553.99	2.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
8800.00 LOCAL REVENUES	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
TOTAL: 8000	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL: 5000	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL: 1000-5999	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
6100.00 SITES & IMPROVEMENTS-DIST. USE	892,041.00	71,153.92	71,153.92	7.9	784,727.08	36,160.00	4.0
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	122,500.00	25,666.24	25,666.24	20.9	82,708.60	14,125.16	11.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	243,500.00	183,460.97	183,460.97	75.3	39,306.98	20,732.05	8.5
TOTAL: 6000	1,258,041.00	280,281.13	280,281.13	22.2	906,742.66	71,017.21	5.6
TOTAL: 1000-6999	1,273,541.00	291,225.13	291,225.13	22.8	908,755.42	73,560.45	5.7

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	
			CURRENT	YEAR TO DATE				%
TOTAL INCOME	(8000 - 8999)	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
TOTAL:	1000-5999	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL:	1000-6999	1,273,541.00	291,225.13	291,225.13	22.8	908,755.42	73,560.45	5.7
TOTAL:	1000-7999	1,273,541.00	291,225.13	291,225.13	22.8	908,755.42	73,560.45	5.7
TOTAL EXPENSES	(1000 - 7999)	1,273,541.00	291,225.13	291,225.13	22.8	908,755.42	73,560.45	5.7

BDX110  
CHC UNRESTRICTED  
72 San Bernardino Community Col

BEST NET CONSORTIUM  
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Fund: 51 BOOKSTORE FUND

=====							
SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
=====							
8800.00 LOCAL REVENUES	0.00	367.96	367.96	100.0	0.00	367.96-	.0
TOTAL: 8000	0.00	367.96	367.96	100.0	0.00	367.96-	.0

BDX110  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
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Fund: 51 BOOKSTORE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	0.00	367.96	367.96	100.0	0.00	367.96-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0



BDX110  
CHC UNRESTRICTED  
72 San Bernardino Community Col

BEST NET CONSORTIUM  
BUDGET SUMMARY REPORT  
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Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED			PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE	%		BALANCE	%
8800.00 LOCAL REVENUES	0.00	462.13	462.13	100.0	0.00	462.13-	.0
TOTAL: 8000	0.00	462.13	462.13	100.0	0.00	462.13-	.0

BDX110  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
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Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	0.00	462.13	462.13	100.0	0.00	462.13-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Cenergistic Cumulative Cost Savings

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The attached report illustrates the cumulative energy savings identified by Cenergistic under its energy management program, which began in June of 2012.

### **ANALYSIS**

At its May 17, 2012 meeting, SBCCD approved a contract to implement a comprehensive energy savings program. As of June 27, 2016, Cenergistic is reporting the following savings:

Expected Energy Cost	\$11,602,027
Actual Energy Cost	\$9,226,591
Program Savings	\$2,375,436
Percent Savings	20.5%

The savings are the result of teamwork, data analysis, on-site training and expertise, comprehensive facilities audits, and, especially, the dedicated effort of SBCCD students, faculty, staff and administrators.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This item is for information only; there are no financial implications.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Pierre Galvez, Police Chief  
**DATE:** July 14, 2016  
**SUBJECT:** District Clery Act Compliance Report

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$27,500 per violation against noncompliant institutions.

### **ANALYSIS**

Monthly Report of Clery Crimes for May (See attached)

### **BOARD IMPERATIVE**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
May 2016

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
<b><u>ON CAMPUS:</u></b>				
<b>CRAFTON</b>				
16C-043	5/10/16	Possession of Marijuana	Lot I	Citation Issued
<b>DISTRICT</b>				
NO INCIDENTS TO REPORT				
<b>VALLEY</b>				
16-155	5/09/16	Grand Theft Auto	Swap Lot	Report Taken
16-191	5/23/16	Weapons Violation	KVCR	Subject Arrested
<b><u>PUBLIC PROPERTY:</u></b>				
<b>CRAFTON</b>				
NO INCIDENTS TO REPORT				
<b>DISTRICT</b>				
NO INCIDENTS TO REPORT				
<b>VALLEY</b>				
16-173	5/14/16	Open Container	Esperanza St.	Citation Issued

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Information Item: CSEA MOUs

**RECOMMENDATION**

This item is for information only and no action is required.

**OVERVIEW**

The District and the California School Employees Association met and entered into the attached MOUs.

**ANALYSIS**

The Memorandum of Understandings constitute the full and complete Agreements. These MOUs are pending CSEA ratification.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

None.

MEMORANDUM OF UNDERSTANDING

*By And Between*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

*And*

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, and its San Bernardino CCD  
CHAPTER #291

1  
2 This Memorandum of Understanding (MOU) is made between the San Bernardino Community  
3 College District, hereinafter referred to as DISTRICT, and California School Employees  
4 Association and its San Bernardino CCD Chapter 291, hereinafter referred to as  
5 ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the  
6 ASSOCIATION, entered on this date of June 3, 2016.

7  
8 In order to provide clarity and expand recruitment the parties agree to the changes to the  
9 minimum qualifications (see attached) in the job description for the position of Systems Analyst,  
10 Range 54 / 8hrs / 12 months.

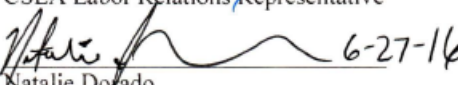
11  
12 The MOU is subject to CSEA and District approval and ratification processes.


13  
14 For the SBCCD

For CSEA, Chapter #291

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18 Dr. Lisa Norman  
19 Vice Chancellor, Human Resources


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21  6-27-14  
22 Lisa Towery,  
23 CSEA Labor Relations Representative

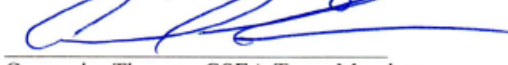
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25  6-27-16  
26 Natalie Dojado  
27 CSEA Labor Relations Representative

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30 Grayling L. Eaton CSEA #291 Chief Negotiator

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33 Stacy Garcia, CSEA Team Member

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36 Kevin Palkki, CSEA Team Member

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39 Fermin Ramirez, CSEA Team Member

  
Cassandra Thomas, CSEA Team Member

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## SYSTEMS ANALYST

### DEFINITION:

Under the direction of the Director of District Computing Services, performs the necessary investigation, research, and analysis to provide management, technical personnel and end users with the information and specifications required to select, configure and operate computer systems and applications; assists in the development of standards and procedures to obtain optimum, reliable performance of installed systems; leads systems and software application installations and implementations including existing application module updates and/or new application module installations.

### EXAMPLES OF DUTIES:

*The following duties are typical for this classification.*

1. Evaluate the performance and utilization of computer systems and make appropriate recommendations to management concerning effectiveness, efficiency and quality assurance.
2. Serve as primary liaison between specified user departments and District Computing Services.
3. Perform project management activities such as estimating, scheduling, tracking and adjusting resource utilization to assure timely, accurate installation of computer systems and applications.
4. Perform research and analysis supporting systems and applications projects.
5. Provide technical support to programmers, analysts, operators and end users.
6. Ability to work with various programming languages.
7. Coordinate systems integrate standards and maintain quality.
8. Evaluate, design, and certify the quality of required internal and external reports.
9. Serve as a liaison between vendors and the District user community to develop standards; timeliness for deployment, maintenance and upgrades; configure applications; and evaluate user needs and satisfaction.
10. Performs related duties as required.

### MINIMUM QUALIFICATIONS:

#### Education and Experience

A Bachelor's degree from an accredited college or university with major course work in business information science, computer science, or a related field, with three (3) years of experience in business systems administration; OR

An Associate's degree in business information science, computer science, or a related field, from an accredited college or university with five (5) years of experience in business systems administration.

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## **Education**

~~Three years of increasingly responsible experience in programming, systems analysis and database management.~~

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## **DESIRED QUALIFICATIONS:**

1. Experience that demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of students and employees, including those with physical and learning disabilities.
2. Experience in a community college environment or setting.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operational characteristics of local area networks and computer systems.

Structured system analysis methodology techniques to build systems; design and deliver computer systems and services in a higher educational environment.

Methods in higher education administrative applications, such as Student Information System, Financial Aid, Human Resources and Finance.

Operational characteristics, methods and techniques in "Administrative Information Systems" (i.e. Datatel's Colleague) applications.

Operational characteristics of personal computing including DOS, Windows, and Windows Applications. Principles and methods of system analysis.

### **Ability to:**

Perform all of the relevant duties of the position with minimal direction.

Participate in the investigation and analysis of complex problems using interpersonal skills and technical knowledge to draft and propose effective solutions.

Participate effectively in the investigation, planning, design and installation systems and applications projects.

Estimate, schedule, track and adjust projects to effectively manage completion of projects.

Apply advance programming skills to the solution of complex technical problems.

Analyze complex systems and network problems and provide solutions that maximize performance, effectiveness and efficiency.

Adapt to changing technologies and learn functionality of new equipment and systems.

Read, understand, and apply information from technical manuals.

Communicate effectively orally and in writing.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Build team support.

Effectively communicate technical concepts orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: May 2009

Revised: [March -- 2016](#)

Range: 54

MEMORANDUM OF UNDERSTANDING

*By And Between*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
*And*  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its San Bernardino CCD  
CHAPTER #291

1 This Memorandum of Understanding (MOU) is made between the San Bernardino Community  
2 College District, hereinafter referred to as DISTRICT, and California School Employees  
3 Association and its San Bernardino CCD Chapter 291, hereinafter referred to as  
4 ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the  
5 ASSOCIATION, entered on this date of June 3, 2016.  
6

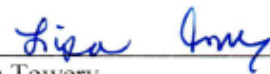
7 The parties agree to reclassify the vacant Student Services Technician I classification, Range 30/  
8 8 hours/12 months in the Extended Opportunity Program and Services (EOPS) Office at Crafton  
9 Hills College to the classification of Senior Student Services Technician, Range 38 / 8 hours / 12  
10 months based on the existent needs within the department. This change shall not impact other  
11 Student Services Technician I positions located within other departments across the District.  
12

13 This MOU is subject to CSEA and District approval and ratification processes.  
14

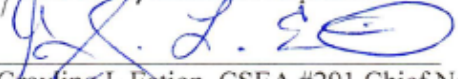
15 For the SBCCD

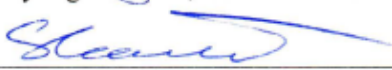
For CSEA, Chapter 291

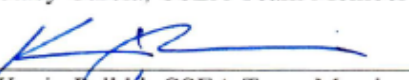
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19 Dr. Lisa Norman  
20 Vice Chancellor, Human Resources  
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24 Lisa Towery,  
25 CSEA Labor Relations Representative  
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29 Natalie Dorado  
30 CSEA Labor Relations Representative  
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34 Grayling L. Eaton, CSEA #291 Chief Negotiator  
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37 \_\_\_\_\_  
38 Stacy Garcia, CSEA Team Member  
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42 Kevin Pallicki, CSEA Team Member  
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46 Fermin Ramirez, CSEA Team Member  
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49 \_\_\_\_\_  
50 Cassandra Thomas, CSEA Team Member

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
*And*  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, and its San Bernardino CCD**  
**CHAPTER #291**

**Memorandum of Understanding**  
(New Job Classification/Description: Contracts and Liability Specialist)

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This Memorandum of Understanding (MOU) is entered by and between the San Bernardino Community College District (hereinafter, "DISTRICT") and California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter, "ASSOCIATION"). Collectively ("the parties").

The parties agree as follows:

In accordance with Article 1: Recognition, specifically Article 1.1 and Article 16.1: Classification the District and Association, have met and agreed to establish the new classification of the Contracts and Liability Specialist. Appendix A will be amended to include said job classification.

1. Establish the new classification title of Contracts and Liability Specialist, Range 53/8 hours/12 months. (Job Description Attached)


The MOU is subject to CSEA and District approval and ratification processes.

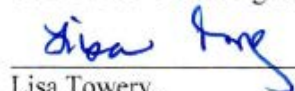
Dated this 7<sup>th</sup> day of June, 2016

DISTRICT:

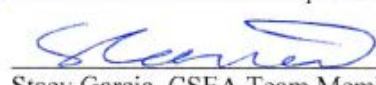
  
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Dr. Lisa Norman  
Vice Chancellor, Human Resources

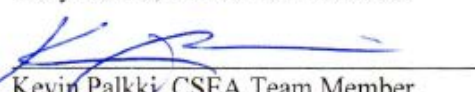
ASSOCIATION:

  
\_\_\_\_\_  
Grayling L. Eaton,  
CSEA #291 Chief Negotiator

  
\_\_\_\_\_  
Lisa Towery,  
CSEA Labor Relations Representative

  
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Natalie Dorazo  
CSEA Labor Relations Representative

  
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Stacy Garcia, CSEA Team Member

  
\_\_\_\_\_  
Kevin Palkki, CSEA Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
*And*  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, and its San Bernardino CCD  
CHAPTER #291

**Memorandum of Understanding**  
(New Job Classification/Description: Contracts and Liability Specialist)

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\_\_\_\_\_  
Fermin Ramirez, CSEA Team Member

  
\_\_\_\_\_  
Cassandra Thomas, CSEA Team Member

1 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

2 CONTRACTS AND LIABILITY SPECIALIST

3 *Class specifications are intended to present a descriptive list of the range of duties performed by employees in the*  
4 *class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties*  
5 *will be reasonably related to this class.*

6 **SUMMARY DESCRIPTION**

7 Under direction of the Business Manager, the Contracts and Property Liability Specialist performs a  
8 variety of specialized and technical work in the administration of various contracts and property liability  
9 claims management, including maintenance of files, records and reports; and performs a variety of  
10 specialized purchasing and fiscal services functions supporting the assigned area of responsibility.

11 **REPRESENTATIVE DUTIES**

12 *The following duties are typical for this classification.*

- 13 1. Reviews contracts for effectiveness and ensures compliance with Education Code and Public Contract  
14 Code, liability factors and usage of clear contract language.
- 15
- 16 2. Assists in the review of laws and regulations pertaining to contracts and property liability.  
17
- 18 3. Reviews project costs and effect of proposed and/or established contracts provisions, policies,  
19 programs and activities.  
20
- 21 4. Assists in the review and development of contracts for various departments for a wide range of  
22 services both for District provided services and receiving services from others.  
23
- 24 5. Prepare and process service and independent consulting contracts.  
25
- 26 6. Assists in training managers, supervisors and administrative staff in contract implementation and  
27 processing.  
28
- 29 7. Assists in the coordination response to contracts and property liability claims.  
30
- 31 8. Represents area of assignment; participates on, and provides staff support to a variety of committees,  
32 task forces, and boards; develops agenda items and agendas; prepares and presents materials, legal  
33 and other documents as appropriate and necessary; responds to and resolves inquiries and complaints.  
34
- 35 9. Applies District policies, administrative procedures and other regulations to area of responsibility.  
36
- 37 10. Participates in coordinating assigned activities and functions with other staff, projects, and functions  
38 as well as local, state, and federal agencies/jurisdictions, business partners, and the general public;  
39 coordinates with, interacts with, shares knowledge, and develops collaborative relationships.  
40
- 41 11. Prepares reports and data for accounting related tasks; gathers information and creates spreadsheets  
42 and reports; conducts evaluations and makes recommendations on assigned projects.  
43
- 44 12. Coordinates the Fiscal Services Contracts Records Retention Program, updates and maintains the  
45 District's Contracts program.  
46
- 47 13. Assists in drafting policies and procedures related to contracts and property liability.  
48
- 49 14. Assists with procurement processes and compliance.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Contracts and Liability Specialist (Continued)**

- 50  
51 15. Assists with the budget process; provides assistance in the development of assigned budget; collects  
52 and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting  
53 systems; monitors status.  
54  
55 16. Assists with and responds to questions and requests for information from students, Staff and the  
56 general public; answers questions that involve searching for and abstracting technical data; provides  
57 detailed explanations and interpretation of, rules and regulations as well as policies and procedures  
58 related to area of assignment.  
59  
60 17. Utilizes software programs and recommends modifications conducive to increased efficiency.  
61  
62 18. Performs related duties as required.

63 **QUALIFICATIONS**

64 *The following generally describes the knowledge and ability required to enter the job and/or be learned within a*  
65 *short period of time in order to successfully perform the assigned duties.*

66 **Knowledge of:**

- 67 Principles and practices of public contract and property claims administration.  
68 Methods, terminology and procedures used in contracts and property claims administration.  
69 Property procedural requirements as they relate to property claims processing and management.  
70 Office procedures, methods, and equipment including computers and applicable software  
71 applications.  
72 Principles and practices of statistical and administrative research and report preparation.  
73 Principles and procedures of record keeping.  
74 Principles of business letter writing.  
75 Principles and practices of customer service.  
76 English usage, grammar, spelling, punctuation, and vocabulary.  
77 Interpersonal skills using tact, patience, and courtesy.  
78 Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the  
79 State Education Codes.

80 **Ability to:**

- 81 Perform a variety of specialized and technical work in the administration of various contracts and  
82 property claims.  
83 Coordinate the District's contracts management program.  
84 Understand the organization and operation of the District and of outside agencies as necessary to  
85 assume assigned responsibilities.  
86 Plan and organize work to meet changing priorities and deadlines.  
87 Interpret and apply a variety of contracts rules, laws, and policies.  
88 Implement and maintain standard filing systems.  
89 Compile detailed information and prepare clear and concise reports.  
90 Exercise independent judgment, discretion and initiative in recognizing scope of authority.  
91 Operate a computer using word processing, applicant tracking and spreadsheet software applications.  
92 Maintain files, records and reports.  
93 Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or  
94 other agencies on sensitive issues in area of responsibility.  
95 Communicate and interact in situations requiring tact, instruction, persuasion, and counseling  
96 including conferences, group discussion, individual interviews, and negotiations with vendors.  
97 Communicate clearly and concisely, both orally and in writing.  
98 Establish and maintain effective working relationships with those contacted in the course of work.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Contracts and Liability Specialist (*Continued*)

99            **Education and Experience Guidelines**

100           **Education/Training:**

101           A Bachelor's degree from an accredited college or university with major course work in  
102           business administration, accounting, public administration or a related field and two (2) years  
103           of experience that includes duties related to contracts and property claims administration.

104

105           Or

106           An Associate's degree from an accredited college or university with major course work in  
107           business administration, accounting, public administration or a related field and four (4)  
108           years of experience that includes duties related to contracts and claims administration.

109           Or

110           Any equivalent years of experience (6 years).

111           **Desirable Experience:**

- 112           1. Master's degree and One (1) years of experience providing technical and administrative  
113           support in contracts or property claims administration.  
114           2. Experience in a public agency preferably in the California Community College system.

115           **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

116           *The conditions herein are representative of those that must be met by an employee to successfully perform the*  
117           *essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to*  
118           *perform the essential job functions.*

119           **Environment:** Work is performed primarily in a standard office setting.

120           **Physical:** Primary functions require sufficient physical ability and mobility to work in an office  
121           setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach,  
122           and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office  
123           equipment requiring repetitive hand movement and fine coordination including use of a computer  
124           keyboard; and to verbally communicate to exchange information.

125           **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer  
126           screens and printed documents; and to operate assigned equipment.

127           **Hearing:** Hear in the normal audio range with or without correction.

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132           Board Approved: 2016

133           Range: 53



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Bruce Baron, Chancellor  
**DATE:** July 14, 2016  
**SUBJECT:** Informational Item: MOUs: CTA

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District and San Bernardino Community College Teachers Association met and entered into MOUs.

### **ANALYSIS**

The Memorandums of Understanding constitute the full and complete Agreements between the District and the Association.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

None.

MEMORANDUM OF UNDERSTANDING

*By and Between*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

*And*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

This Memorandum of Understanding (MOU) is made and entered into this 26<sup>th</sup> day of May, 2016, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

WHEREAS: The Association and District agree that since the original agreement on release time the colleges have both had substantial growth; and

WHEREAS: The workload for the Association has increased as such that additional release time is required to manage the associated workload; and

WHEREAS: The District is receiving funds towards mandated costs;

IT IS THEREFORE AGREED THAT: The following changes be made to Article 3: Association Rights:

H. Released Time for the Association

1. The Association shall receive a maximum of two (2) FTE released time per academic school year under this provision when meeting and negotiating and for the processing of grievances. The 2 FTE can be distributed among the bargaining unit representatives as the unit sees fit when meeting and negotiating and for the processing of grievances. By mutual agreement, if the work of negotiations and/or grievance(s) with the District goes into the summer or winter breaks, then all involved members of the teams including the Executive board shall be compensated.


This MOU will be effective July 1, 2016 and will be included in the next successor agreement.

For the District



Dr. Lisa Norman  
Vice Chancellor, Human Resources

San Bernardino Community College District  
Teachers Association CCA/CTA/NEA



Dr. Sheri Lillard, President  
SBCCDTA-CCA/CTA/NEA

MEMORANDUM OF UNDERSTANDING

*By and Between*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION  
*And*  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

WHEREAS, it is agreed that all contract bargaining unit members teaching non-credit classes as part of their teaching load shall be subject to all conditions of this Agreement as if the member were teaching credit classes;

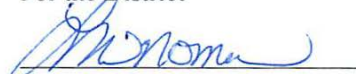
WHEREAS, the Workweek/Workday has been previously negotiated under Article 13.B.

THEREFORE, effective immediately:

1. The hourly rate for full-time faculty overload and adjunct faculty teaching non-credit classes shall be the same as the hourly rate for credit classes (currently \$60 per hour).
2. The total District non-credit F.T.E.S. shall not be greater than five percent (5%) of the District credit F.T.E.S.
3. The minimum and maximum class size for all non-credit classes shall not exceed the class size minimum and maximums for credit courses.
4. The District and the Association shall meet annually to evaluate and impact bargain the Credit/Non-Credit Program as necessary.

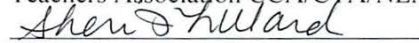
This Agreement shall remain in full force and effect beginning this 26<sup>th</sup> day of May 2016 through June 30, 2018.

For the District



Dr. Lisa Norman  
Vice Chancellor, Human Resources

San Bernardino Community College District  
Teachers Association CCA/CTA/NEA



Sheri Lillard, President  
SBCCDTA-CCA/CTA/NEA

MEMORANDUM OF UNDERSTANDING

*By and Between*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

*And*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

This Memorandum of Understanding (MOU) is made and entered into this 26<sup>th</sup> day of May, 2016, between the San Bernardino Community College District (hereinafter referred to as "District") and the San Bernardino Community College District Teachers Association (hereinafter referred to as "Association").

WHEREAS, the District and Association have negotiated the Evaluation under Article 16;

WHEREAS, both parties have discussed the implementation of the evaluation process using the online, People Admin System for administration of the evaluation;

THEREFORE, both parties agree:

1. To undergo a pilot program for the use of the online, paperless software evaluation process for selected faculty members, as based on identified departments, during the 2016-17 year.
2. The pilot group will consist of no more than 50% of the disciplines within each division as determined by Human Resources.
3. Each faculty member who undergoes their regularly scheduled evaluation from the identified discipline will participate to assist with validity, reliability and consistency of practice.
4. Student input shall not be included in the online program but will continue to follow the same format as currently used.
5. There shall be no change to the forms used, unless otherwise negotiated.
6. The database will maintain the forms that each faculty member will need to access in order to complete the self-assessment and for each evaluator to complete their evaluation form.
7. The final evaluation forms will be printed for the evaluatee and evaluator signatures as well as a copy provided to the evaluatee for records and the personnel file.
8. Faculty members may access their current and previous evaluations that are securely housed in the system, as needed, once complete.
9. All evaluatees and evaluator(s) will be trained using the online software program before implementation of the program.
10. The negotiations team agrees to discuss progress with the use of the program and implementation process throughout the course of the year and agree to make any needed changes for ease of use.
11. Both parties agree to follow Article 15, Section G regarding access to personnel files.

This MOU shall be effective for the 2016-17 year and will require agreement by both parties.

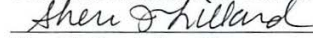
For the District



Dr. Lisa Norman

Vice Chancellor, Human Resources

San Bernardino Community College District  
Teachers Association CCA/CTA/NEA



Sheri Lillard, President

SBCCDTA-CCA/CTA/NEA

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** General Fund Cash Flow Analysis

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the General Fund monthly cash flow analysis for the District.

### **ANALYSIS**

The General Fund cash balance as of June 30, 2016 is estimated to be \$25,935,341.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This is an information item only. There are no financial implications.

# General Fund Cash Flow Analysis<sup>†</sup>

## Fiscal Year 2015-16

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	PROJECTIONS		TOTAL
												JUN	ACCRUALS	
<b>Beginning Cash Balance</b>	23,494	23,287	22,910	25,696	27,012	25,368	31,636	30,447	32,390	32,670	36,702	38,491		
<b>Receipts</b>														
Federal	10	5	59	58	11	1,064	21	25	1,020	35	1,013	126		3,447
State	4,931	4,246	12,507	10,124	5,210	10,143	9,191	7,896	11,027	8,437	6,231	7,554		97,498
State Deferrals														
Local	704	1,458	241	955	3,170	6,208	3,341	2,454	1,390	5,364	4,227	-757		28,755
Temporary Borrowings														
Inc Transfer & Sale of Assets			3		1	2								5
Accounts Receivable/Accruals	688	322	151	2,941	1,447	123	169	25	62	180				6,106
<b>Total Receipts</b>	<b>6,333</b>	<b>6,031</b>	<b>12,960</b>	<b>14,078</b>	<b>9,839</b>	<b>17,540</b>	<b>12,721</b>	<b>10,400</b>	<b>13,498</b>	<b>14,016</b>	<b>11,471</b>	<b>6,924</b>		<b>135,810</b>
<b>Disbursements</b>														
Academic Salaries	4	1,586	3,284	3,539	3,642	4,027	3,738	3,265	3,620	3,699	3,633	5,539		39,576
Classified Salaries	1,699	1,901	1,869	2,159	2,196	2,848	2,149	1,942	2,192	2,134	2,246	2,121		25,455
Benefits	779	1,331	1,557	1,629	1,645	1,768	1,617	1,551	1,618	1,640	2,182	1,832		19,148
Supplies & Materials	3	51	118	157	95	163	132	143	144	180	235	514		1,935
Other Operating Exp	81	547	1,629	1,223	1,270	1,394	747	1,079	1,381	1,168	939	3,533		14,990
Capital Outlay		17	316	169	63	198	182	187	461	648	495	1,288		4,025
Other Outgo	2	59	62	428	112	3	5,292	193	687	267	71	4,652		11,828
Loan Repayment														
Accounts Payable/Accruals	3,972	916	1,339	3,459	2,459	871	53	97	3,115	247	-119			16,411
<b>Total Disbursements</b>	<b>6,540</b>	<b>6,408</b>	<b>10,174</b>	<b>12,763</b>	<b>11,482</b>	<b>11,272</b>	<b>13,910</b>	<b>8,456</b>	<b>13,219</b>	<b>9,984</b>	<b>9,683</b>	<b>19,479</b>		<b>133,369</b>
<b>Increase / (Decrease) in Cash Balance</b>	<b>-207</b>	<b>-377</b>	<b>2,786</b>	<b>1,315</b>	<b>-1,643</b>	<b>6,267</b>	<b>-1,189</b>	<b>1,943</b>	<b>280</b>	<b>4,032</b>	<b>1,788</b>	<b>-12,555</b>		
<b>Ending Cash Balance</b>	<b>23,287</b>	<b>22,910</b>	<b>25,696</b>	<b>27,012</b>	<b>25,368</b>	<b>31,636</b>	<b>30,447</b>	<b>32,390</b>	<b>32,670</b>	<b>36,702</b>	<b>38,491</b>	<b>25,935</b>		

<sup>†</sup> Rounded to the nearest 1,000.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Larry Strong, Director of Fiscal Services  
**DATE:** July 14, 2016  
**SUBJECT:** Government Finance Officers Association 2015-16 Distinguished Budget Presentation Award

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The Government Finance Officers Association (GFOA) was founded in 1906 and represents public finance officials throughout the United States and Canada. Membership is over 18,000 strong and comprised of federal, state/provincial, and local finance officials. The GFOA mission is to “enhance and promote the professional management of governmental financial resources by identifying, developing, and advancing fiscal strategies, policies, and practices for the public benefit.”

Upon an independent review of its 2015-16 Final Budget ([www.sbccd.org/budget2016](http://www.sbccd.org/budget2016)), the San Bernardino Community College District has once again been named a recipient of the GFOA’s Distinguished Budget Presentation Award.

### **ANALYSIS**

This is the fifth straight award for SBCCD, and it represents a significant achievement. In order to receive this honor, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications device. We believe the 2016-17 final budget will continue to conform to these high standards and have every hope of once again receiving this meaningful designation.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey Nikac, Executive Assistant  
**DATE:** July 14, 2016  
**SUBJECT:** Measure M Demographics Report

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

Local Hire Measure M Demographics Report includes a summary of active construction projects for May. This report represents the local hire status for each project. Details of each project as well as schedules, progress, photos, costs, workers by city, and historical data are contained in the *Measure M Construction Projects and Demographics Report* prepared by Kitchell/BRj each month with the Board book.

### **ANALYSIS**

In November 2013, the Board of Trustees passed Board Policy 6610, which sets minimum goals at fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. As of May 2016, the District-wide total of local hires was 68%, exceeding the Board goal by 18%. The District-wide total of local business was 33%, exceeding the Board goal by 8%.

### **BOARD IMPERATIVE**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.



## Demographics / Local Contracts Summary

May 2016

SBVC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total – Non Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
New Gymnasiums & Pools	202	67%	99	33%	4,531,008.85	15,699,082.84	28,288,781.08	3,221,630.64	1,204,620.75
Miscellaneous Bond Improvements: Outfield Baseball Netting (South)	0	0%	0	0%	85,791.00			12,972.75	
Miscellaneous Bond Improvements: KVCR Parking Lot	0	0%	0	0%	181,000.00			25,105.98	5,401.36
Applied Technology Ph. I	0	0%	0	0%	413,251.50	11,036.25	558,099.00	261,636.04	132,889.67
<b>TOTAL</b>	<b>202</b>	<b>67%</b>	<b>99</b>	<b>33%</b>	<b>\$ 5,211,051.35</b>	<b>\$ 15,710,119.09</b>	<b>\$ 28,846,880.08</b>	<b>\$ 3,521,345.41</b>	<b>\$ 1,342,911.78</b>
							<b>\$ 20,921,170.44</b>	<b>\$ 28,846,880.08</b>	
							<b>42%</b>	<b>58%</b>	

CHC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
New Crafton Center	1	100%	0	0%	7,496,846.94	7,096,378.00	6,822,698.06	2,346,861.42	895,018.99
New Science Building	1	100%	0	0%	3,579,050.00	6,804,716.00	8,199,240.00	3,197,141.50	1,177,434.72
Occupational Education #2	0	0%	0	0%	1,329,733.00	2,412,208.00	12,146,059.00	2,035,783.42	1,315,358.61
PE Complex	0	0%	0	0%	-	852,800.00	3,658,270.00	1,353.48	-
Miscellaneous Bond Improvements: Wayfinding Signage	0	0%	0	0%	276,132.00	56,640.00	377,772.00	9,413.46	15,036.56
Miscellaneous Bond Improvements: Chemistry, Health, Science Remodel Ph.1	0	0%	0	0%	-	162,872.10	-	10,355.79	-
Miscellaneous Bond Improvements: Chemistry, Health, Science Remodel Ph.2	0	0%	0	0%	-	320,013.67	-	69,923.44	6,984.80
Miscellaneous Bond Improvements: Campus CHURN Move	0	0%	0	0%			104,782.20	3,421.83	24,981.31
CHC-East Complex Roofing Project	5	100%	0	0%		45,000.00		2,763.15	
<b>TOTAL</b>	<b>7</b>	<b>100%</b>	<b>0</b>	<b>0%</b>	<b>\$ 12,681,761.94</b>	<b>\$ 17,750,627.77</b>	<b>\$ 31,308,821.26</b>	<b>\$ 7,677,017.49</b>	<b>\$ 3,434,814.99</b>
							<b>\$ 30,432,389.71</b>	<b>\$ 31,308,821.26</b>	
							<b>49%</b>	<b>51%</b>	

DISTRICT WIDE WORKFORCE Combined - This month	Local On-Site Work Force	%	Non Local On-Site Work	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
<b>TOTAL</b>	<b>209</b>	<b>68%</b>	<b>99</b>	<b>32%</b>	<b>\$ 17,892,813.29</b>	<b>\$ 33,460,746.86</b>	<b>\$ 60,155,701.34</b>	<b>\$ 11,198,362.90</b>	<b>\$ 4,777,726.77</b>
<b>DISTRICT GOAL</b>	<b>50.00%</b>				<b>\$ 51,353,560.15</b>		<b>\$ 60,155,701.34</b>		
							<b>46%</b>	<b>54%</b>	

(1) SUBCONTRACTORS - This month	ALL SUBS	LOCAL	MBE	WBE	VOBE	VOSB	SDVBE	DVBE	TOTAL CERTIFIED SUBS - This month
<b>TOTAL FOR ALL PROJECTS</b>	<b>18</b>	<b>6</b>	<b>0</b>	<b>0</b>					<b>0</b>
<b>%</b>	<b>100%</b>	<b>33%</b>	<b>0.00%</b>			<b>0.00%</b>			<b>0.00%</b>
<b>DISTRICT GOAL</b>	<b>N/A</b>	<b>25.00%</b>	<b>25.00%</b>			<b>10.00%</b>			

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** George Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** July 14, 2016  
**SUBJECT:** Summary of Measure M Construction Contract Change Orders and Amendments

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

All construction contract change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and SBCCD staff. Nonessential changes are rejected and never receive approval. Any changes determined to be critical to the health of the project, required by the Division of the State Architect (DSA), and/or, of major benefit to the District are approved and implemented.

### **ANALYSIS**

To date, total Measure M construction contracts, amendments and change orders, including those submitted at this board meeting, are as follows. A detailed report is attached.

Total Contracts Awarded	Total Contract Amendments	Revised Base Contract	Total Change Orders
\$167,496,198	\$2,068,642    1.24%	\$169,564,840	\$4,760,645    2.81%

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This item is for information only. There are no financial implications.

## Construction Change Summary

### Measure M Construction Recap - All Projects

#### Contract Amendments

Campus	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 81,030,950.91	\$ 458,158.25	\$ -	\$ 81,489,109.16	0.57%
SBVC-San Bernardino Valley College	\$ 86,465,247.54	\$ 1,610,483.49	\$ -	\$ 88,075,731.03	1.86%
				\$ -	
<b>Totals for Contract Amendments</b>	<b>\$ 167,496,198.45</b>	<b>\$ 2,068,641.74</b>	<b>\$ -</b>	<b>\$ 169,564,840.19</b>	<b>1.24%</b>

#### Change Orders

Campus	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders (% of Base Contracts)
		Previous	Pending		
CHC-Crafton Hills College	\$ 81,489,109.16	\$ 2,510,486.36	\$ 185,167.10	\$ 84,184,762.62	3.31%
SBVC-San Bernardino Valley College	\$ 88,075,731.03	\$ 1,862,584.62	\$ 202,407.00	\$ 90,140,722.65	2.34%
<b>Totals for Change Orders</b>	<b>\$ 169,564,840.19</b>	<b>\$ 4,373,070.98</b>	<b>\$ 387,574.10</b>	<b>\$ 174,325,485.27</b>	<b>2.81%</b>

### Crafton Hills College - Campus Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Parking Lot/ADA/Lighting Improvem	\$ 6,156,607.71	\$ 404,093.32	\$ -	\$ 296,344.00	\$ -	\$ 6,857,045.03	4.81%
<b>MATH AND SCIENCE ANNEX</b>	\$ 2,279,671.99	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,469,216.99	8.31%
<b>MPOE/DATA RELOCATION</b>	\$ 567,154.59	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 604,388.59	6.57%
<b>OLD LIBRARY DEMOLITION</b>	\$ 1,131,738.79	\$ -	\$ -	\$ -	\$ -	\$ 1,131,738.79	0.00%
<b>SOLAR FARM</b>	\$ 6,326,861.95	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 6,389,540.38	0.99%
<b>OE 2</b>	\$ 16,587,468.24	\$ 38,321.93	\$ -	\$ 647,526.37	\$ -	\$ 17,273,316.54	3.89%
<b>OE 1 Roofing Package</b>	\$ 619,988.53	\$ -	\$ -	\$ (1,531.00)	\$ -	\$ 618,457.53	-0.25%
<b>PE Complex</b>	\$ 4,640,312.52	\$ 743.00	\$ -	\$ 102,156.05	\$ -	\$ 4,743,211.57	2.20%
<b>Science Building</b>	\$ 18,691,715.49	\$ -	\$ -	\$ 706,883.31	\$ 88,331.10	\$ 19,486,929.90	4.25%
<b>Crafton Center</b>	\$ 21,804,426.00	\$ -	\$ -	\$ 356,663.00	\$ 96,836.00	\$ 22,257,925.00	2.08%
<b>Temporary Parking Lot</b>	\$ 172,940.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 177,309.93	2.53%
<b>Chemistry/Health/Science/Classroo</b>	\$ 322,872.10	\$ -	\$ -	\$ (2,516.00)	\$ -	\$ 320,356.10	0.00%
<b>M&amp;O Renovation</b>	\$ 1,274,372.00	\$ -	\$ -	\$ 82,239.10	\$ -	\$ 1,356,611.10	6.45%
<b>Misc. Bond Improvements</b>	\$ 387,951.00	\$ 15,000.00	\$ -	\$ 25,550.67	\$ -	\$ 428,501.67	6.34%
<b>Classroom Buildig</b>	\$ 66,870.00	\$ -	\$ -	\$ 3,343.50	\$ -	\$ 70,213.50	5.00%
<b>TOTAL</b>	<b>\$ 81,030,950.91</b>	<b>\$ 458,158.25</b>	<b>\$ -</b>	<b>\$ 2,510,486.36</b>	<b>\$ 185,167.10</b>	<b>\$ 84,184,762.62</b>	<b>3.31%</b>























































